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ABSTRACT

This document includes one year of newsletters from the Commission on Preservation and Access. The Commission on Preservation and Access was established to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary records in all formats and to provide enhanced access to scholarly information. The newsletters report on cooperative national and international activities and are directed to university administrators, scholars, and faculty; preservation specialists and mangers; and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. Topics covered in 1997 include: scanning of visual collections; National Digital Library Federation digitization projects; exploration of ways to increase collection longevity; preserving digital information; recommendations from the task force on Hispanic resources; joint testimony of the Commission, Association of Research Libraries, and National Humanities Alliance in support of FY-1998 appropriations for the National Endowment of the Humanities; preservation science research update; news brief on the Regional Alliance for Preservation; new commission reports; merger of the Council on Library Resources and the Commission on Preservation and Access to form the Council on Library and Information Resources; German report on digitization for preservation; Canadian research on permanent paper; and Library of Congress study on preserving video heritage. (SWC)

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The Commission on Preservation and Access, Nos. 95-104 January-December 1997

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TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

ISSN 1045-1919

The Commission on Preservation and Access

NUMBER 95 JANUARY 1997

New Report Explores Scanning of Visual Collections

Digital Image Collections: Issues and Practice, by Michael Ester, December 1996 (36 pages, $15.00).

The Commission has published a number of reports on the preservation and access implications of scanning text and microfilm. This report focuses on what sets the digitization of visual collections apart from other scanning projects. Projects to digitize visual collections present their own unique set of questions and concerns, as well as issues that overlap with digital capture of text. For the report, we asked Ester to draw upon his previous studies and writings for the museum and art history communities. Through his experiences at both the Getty Art History Information Program and Luna Imaging Inc., the author provides library and archives administrators and others who oversee digitization projects with ways of thinking about this activity for the long-term benefit of preservation and scholarship.

At one level, this paper can be considered another in a series on scanning projects—an extension, so to speak, of the tutorial on scanning of text (Kenney and Chapman 1995) and the reports from Columbia University on scanning of papyrus (Bagnall 1995) and large-scale maps (Gertz 1995). But as it evolved, the report took on a wider context, including things technical, organizational, intellectual, legal, and financial. It provides basic suggestions about planning digitization projects, practical guidelines for working with images, and some final thoughts about the future systems and infrastructure needed to provide collections of images over the long-term.

The paper assumes a broad definition of visual collections and resources. The concepts can be applied, with some small shifts in terminology, to historical photograph collections, art historical material, maps, text and image publications, architectural drawings, and so forth.

One of the most telling conclusions is that it is difficult to accomplish a large-scale digitization project with the same level of speed, quality, and enthusiasm as initial tests. If we are to use digitization as a tool to provide worthwhile, enduring access to some of our most treasured cultural and historical resources, then we necessarily must take time at the outset to become informed, establish guidelines, and proceed in rational, measured steps to assure that such reformatting of visual matter is accomplished as well and as cost-effectively as possible. Just as with other reformatting technologies, including preservation microfilming, doing the job once properly will prove more economical and valuable in the long run.

Digital Image Collections: Issues and Practice is available for $15.00, with prepayment required. Send check made payable to "Commission on Preservation and Access" (U.S. funds only) to Alex Mathews at the Commission address.

Oversize Color Images Project Completed; Phase II Creates Online Access

The Oversize Color Images Scanning Project, funded by a Commission contract in 1994, sought to investigate digitization as a way to provide access to brittle volumes in which the text is accompanied by color and oversize illustrations. Columbia University Libraries/Academic Information Systems tested the hybrid approach of creating microforms for long-term storage and then scanning the microforms to create an online digital use version.

In Phase I, Columbia staff compared direct digital scans of five original color, oversize maps from the *New York State Museum Bulletin* with scans of single-frame color microfiche of the same maps. They determined that scanning the microfiche could produce files with resolution equal to that of the scanned originals. The investigators concluded that scanning and digitization are capable of capturing the level of information needed to provide preservation-quality

Cont. on p. 3, See Oversize

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Preservation Science Council

IPI to Explore Economical Ways to Increase Collection Longevity

The Image Permanence Institute (IPI) at Rochester Institute of Technology, Rochester, NY, has received a $300,000 grant from The Andrew W. Mellon Foundation in support of a three-year research project entitled *The Economics of Providing an Optimized Preservation Environment*. This and other funding will enable IPI to study and document the extent to which scientifically regulated environmental conditions can increase the life expectancy of objects in institutional collections without increasing—and perhaps even decreasing—operating costs.

Upon conclusion of the project, IPI will publish a booklet to guide institutions in their efforts to preserve fast-disappearing collections within the constraints of existing operating budgets, heating and air conditioning equipment, and work patterns. In addition, IPI will create software that institutions can use to analyze temperature and relative humidity data.

In August 1996, the Commission's Preservation Science Council selected this project as one of the six top priority research needs for 1997-1998.

The IPI study will depend in part on implementation of the new time-weighted preservation index (TWPI) technology developed over the past five years. (See the November 1995 Commission publication by James M. Reilly and others, *New Tools for Preservation: Assessing Long-Term Environmental Effects on Library and Archives Collections.*) TWPI analysis provides a quantitative assessment of the impact of storage conditions on the decay rate of collection materials. In the project, IPI will use the Preservation Environment Monitor, or PEM—a new type of temperature and RH measuring instrument—for some of the data collection.

IPI will work in partnership with the energy management firm of Herzog/Wheeler & Associates and three cultural institutions selected as test sites. IPI will lead the project and provide the expertise for optimizing the storage environments within the participating institutions. Herzog/Wheeler will provide operating-cost and engineering analysis. According to Reilly, IPI director, "The idea is to use an industrial management approach where collection life expectancy is viewed as a quantifiable product—one that is created by a process with definable costs and whose manufacturing procedures can be improved."

"If objects can be made to last longer for the same or less cost," says Reilly, "institutions can spend less on responding to deterioration and more on providing intellectual access, which is a fundamental part of their mission. Keeping collections in usable condition is important both to an institution's ability to serve society and to its economic life."

The Image Permanence Institute is the world's largest independent laboratory devoted to research in image preservation. It is co-sponsored by the Society for Imaging Science and Technology and the Rochester Institute of Technology.

— Adapted from IPI Press Release

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http://www-clr.stanford.edu/clr.html

The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The Commission is affiliated with the Council on Library Resources.

The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars, and faculty; preservation specialists and managers; and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

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James M. Morris Appointed Vice President

Washington, D.C. — James M. Morris has been named vice president of the newly merged Council on Library Resources and Commission on Preservation and Access, effective January 2, 1997.

Morris was most recently the director of the Division of Historical, Cultural, and Literary Studies at the Woodrow Wilson Center, and associate editor of *The Wilson Quarterly*. Prior to that, he served as secretary of The Andrew W. Mellon Foundation and as its program director for Higher Education. Morris earned his Ph.D. in Classics from Yale University, where he later joined the Department of Classics and served as dean of Jonathan Edwards College.

The position of vice president, which is new to the Council and Commission, was created to increase the merged organization's capacity to work with a broad range of institutions and individuals in both the library and academic communities to address emerging issues in preservation and information access. Deanna Marcum, president of the Council and Commission, noted that "The mission of the new, merged organization calls for significantly increased collaboration with many other organizations. Jim Morris, with his experience in the scholarly and foundation communities, will be a great asset to the new enterprise."

— Adapted from December 4, 1996, News Release

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National Digital Library Federation

NDLF Digitization Projects Under Way

In pursuance of its goals of collaboratively enabling the creation of a distributed digital library, the contents of which will be preserved and remain accessible over time and changes in technology, the National Digital Library Federation has recently approved planning or partial implementation support for two testbed digitization projects.

The first is called *The Making of America, Part II*. This project seeks, in an NDLF context, to follow upon *The Making of America, Part I*, a joint project of Cornell University and the University of Michigan. The project intends to create a large digital corpus of works from and about the period 1850-1920 in American history and will include textual as well as photographic and other media. This period is both rich in research, teaching, and learning value and vulnerable because of fragility of the largest portion of media upon which the works appear.

The second project receiving some support is the Advanced Papyrological Information System (APIS), a scholar- and library-led project that involves both NDLF and non-NDLF institutions, including one European university. This project seeks to create a common electronic architecture for access to the most important collections of papyri. APIS will allow remote access to images, texts, catalogue records, and bibliography linked by hypertext.

What joins the otherwise disparate contents found in these two projects is a common approach to the problems of architecture, discovery and retrieval, and archiving. Each will build upon the other's interoperable architectures. Put slightly differently, while the "works" or contents are as different as one can imagine, like the pages and binding of that wonderful machine, the Book, the medium for the reader will be remarkably similar.

— Tony Angiletta, Acting Program Director, NDLF

Commission Welcomes Oberlin Group Sponsors

The Commission welcomes the following 51 college libraries as Oberlin Group sponsors for the 1997 year. As sponsors, these institutions will receive complimentary publications and newsletters and will participate in programs and activities developed in cooperation with the College Libraries Committee. To inaugurate the sponsorship, each institution is receiving a set of informational materials and a selection of Commission publications and newsletters. The Oberlin Group is a loose federation of library directors from liberal arts colleges (see Nov.–Dec. 1996 Commission Newsletter).

Oberlin Group Sponsors

Agnes Scott	Franklin & Marshall	Rollins
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Bowdoin	Haverford	St. Lawrence
Bryn Mawr	Hope	St. Olaf
Bucknell	Kalamazoo	Swarthmore
Claremont	Kenyon	Trinity College
Colby	Lake Forest	Union
Colgate	Macalester	Vassar
Colorado	Middlebury	Washington & Lee
Connecticut	Mills	Wellesley
Davidson	Mount Holyoke	Wesleyan
Denison	Oberlin	Wheaton
Dickinson	Occidental	Williams
Earlham	Reed	Wooster

Oversize *Cont. from p. 1*

surrogates for oversize, color printed documents such as maps. [See the article, "Maps Successfully Scanned; Quality of Capture Outstrips Display and Access Options" in the Commission Newsletter #82, September 1995. See also, ***Oversize Color Images Project, 1994 – 1995: A Report to the Commission on Preservation and Access*** by Janet Gertz, 8/95, 24pp., $10 in print from the Commission.]

In Phase II, the filmed and then scanned versions of both the text and illustrations of the ***Museum Bulletin*** were integrated into online facsimiles of the volumes accessible over the Internet. Images, text, and reports of both phases of the project are available at Columbia's Web site: http://www.columbia.edu/dlc/nysmb/.

Of particular interest in the Phase II report on the Columbia Web site are speculations about the future. Investigators note, "True evaluation of the site as a research tool will not become possible until a large enough body of material is available in digital format to warrant researchers' time.... Until the materials are put under the stress of everyday use, we are not going to find out what works and what proves to be a serious impediment to sustained use."

Columbia is embarking on another funded project that will use the same methodology to microfilm and scan the 1930s Shanghai women's magazine ***Ling Lung***. This title is frequently used, and Columbia's holdings are the only complete run available outside of Shanghai. Thus, investigators believe that the resulting 20,000 files of texts and illustrations should provide a good test of whether scholars will find a bit-mapped version of a brittle serial a viable research tool.

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International Program Receives Mellon Support for New Initiatives

The Andrew W. Mellon Foundation has awarded an $800,000 grant to support new activities of the International Program from 1997 to 1999. The grant will fund preservation and access initiatives in specific regions of the world, focusing particularly on Southern Europe, South Africa, and Latin America. Ongoing activities in collaboration and advocacy, bibliographic access, publications, and training also will continue.

The International Program has been an integral part of the Commission's agenda since its inception in 1989. It encourages cooperation among nations to help assure worldwide access to preservation records and preserved materials.

In the next three years, the program also will work with other Council and Commission programs to address preservation and access in the context of new digital technologies.

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ECPA Obtains Support for Preservation Work, Website

The European Commission on Preservation and Access has acquired important new support over the past year. A request to national libraries and archives in all European countries last summer resulted in dozens of letters offering to cooperate on projects, with 19 major institutions agreeing to contribute financially. The ECPA notes that in a time when budgets are so tight, such a response indicates great commitment on the part of the library and archives community.

In addition, the ECPA received a grant from the European Commission to expand its Web site (http://www.library.knaw.nl/epic/ecpatex/welcome.htm) to include a directory of preservation activities in European countries. Information is being collected for this project, which runs until fall 1997.

New York State Funds Preservation & Access Projects

In September 1996, the New York State Library announced new grants to research libraries to preserve endangered materials in research libraries. The eight grants, totaling $350,000, will preserve collections of materials important to the State and will support research in preservation techniques. Among them are:

Preserving the Literature of Natural History of the Northeastern Bio-region. In this three-year project, Cornell University and the New York State Library will complete the preservation of the core historical literature of natural history and natural resources in the bio-region surrounding and including New York.

Enclosures and Air Pollution in Image Preservation. The University of Rochester, with the cooperation of seven other comprehensive research libraries, will support a three-year scientific research and development project in library preservation. The research will investigate the deleterious effects of pollutants on color and black and white photographic materials, especially microfilm and test commonly available storage enclosures to determine the extent of protection afforded by each type and determine those best suited for storing various kinds of imaging materials. The Image Permanence Institute at Rochester Institute of Technology in Rochester, NY is the prime contractor for the research.

For more information, contact Barbara Lilley, Conservation/ Preservation Program Officer, New York State Library, Library Development, 10C47 Cultural Education Center, Albany, NY 12230 (518)474-6971. E-mail blilley@unix2.nysed.gov.

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Preservation and Access

Ensuring Access to the Accumulated Human Record As Far Into the Future As Possible

Newsletter

NUMBER 96 FEBRUARY 1997

Board Members Speak Out on Library Preservation

At the close of 1996 and in early 1997, two Board members had opportunities to express their views on preservation issues in widely read magazines. Klaus-Dieter Lehmann, National Librarian of Germany, was interviewed by editors of *Der Spiegel* in connection with a feature article on three new national libraries in Europe and Sidney Verba, Director of the Harvard University Library, contributed an article on the value of research libraries to *The Economist*.

Lehmann Interview Highlights Books

The German weekly *Der Spiegel* (51/1996) published an article in December 1996 with the title "The Last Cathedrals," introduced as follows: "Paris, London, Frankfurt—in three European cities new national libraries will soon be in operation. Critics see these big buildings as obsolete temples of knowledge and put their faith in electronic networks. But even in the future, the cultural memory will require paper that needs to be collected in easily recognizable buildings."

Following the article is an interview by the magazine's editors with Board member Klaus-Dieter Lehmann, National Librarian of Germany, entitled "Books Do Have Advantages." The interview, held in Lehmann's office in Die Deutsche Bibliothek, covers a range of issues. Examples of the questions-and-answers follow.

Q. ***Why does a dying medium require such temples?***

A. This building is not a temple. Did you approach it in a solemn mood? This should be a place of work. And as far as the dying medium is concerned: Of our 300,000 acquisitions per year, about 2–3,000 are in digital form. Everything else continues to arrive in

Cont. on p. 4, ***See Lehmann***

Verba Affirms Value of Research Collections

Two major libraries, the British Library at St. Pancras and the Bibliothèque nationale de France at Tolbiac, are due to open this year at a cost that, between them, amounts to $1.7 billion. But in this digital age, are such huge physical repositories still needed? In an article in *The Economist* (January 1997, "The World in 1997") entitled "Evolution of the Bookworm," Board member Sidney Verba, director of the Harvard University Library, concludes that they are. "For one thing," Dr. Verba writes, "the great historical collections are not in digital form and, with some selected exceptions, never will be. Libraries must continue to store them, make them available, and, most important, preserve them."

At the same time, Dr. Verba notes, libraries face the challenges of archiving digital material. They must grapple with copyright issues, for example, and figure out how to deal with hardware and software that are constantly changing. Further, he writes, libraries perform the vital role of helping researchers navigate through both types of information, printed and digital. "By building new libraries," Dr. Verba concludes, "Britain and France have shown themselves not only to be keen guardians of the past but societies that well understand the needs of the future."

— As quoted in the daily online alerting service of *The Chronicle of Higher Education*

CLR Supports Latin American Book Price Index

The Council on Library Resources has awarded a grant to the Association of Research Libraries (ARL) in support of a project to develop and test a methodology for a Latin American book price index. The work will be carried out for ARL under the direction of Dan C. Hazen, Librarian for Latin America, Spain and Portugal in the Widener Library of Harvard College Library.

The project will use prices provided by book dealers from the region rather than acquisitions reports from a restricted number of libraries. The resulting database, covering all countries of Latin America, will provide the basis for long-term longitudinal studies of price variations. For further information contact: Deborah Jakubs, ARL Visiting Program Officer, Duke University Library. E-mail: jakubs@acpub.duke.edu.

— *Adapted from ARL Press Release*

Preserving the Whole: A Two-track Approach to Rescuing Data and Metadata

The following is excerpted from a mid-year report from Yale University on a pilot project to preserve digital information in the university's Social Science Data Archive. The project, conducted under a contract from the Commission, employs a two-pronged preservation strategy of migrating digital files and digitizing related paper records for enhanced access. For more background, see Newsletter #91, July-August 1996.

by Ann Gerken Green, Acting Director, Social Science Statistical Laboratory, and JoAnn Dionne, Data Archive Librarian

At the half-way point of the project, we have made considerable progress in evaluating the alternative formats for migrating the original data files from tape and have focused upon the benefits and drawbacks of each alternative.

Over the years, Yale has copied its data from one form of digital storage to another as mainframe computer technology has dictated. Now, as users move from the mainframe to distributed computing systems and from one hardware and software configuration to another, digital formats require not just simple duplication, but restructuring. The migration of data from tapes is becoming more urgent as access to and support in using the Yale mainframe is being discontinued.

The project leaders selected datasets for the project, conducted a literature search, and engaged in the first stage of data migration activities. Some initial findings are available mid-project:

- Conversion of column-binary format into SAS and SPSS transport and export files required recoding of the original data file, a process that is lengthy and potentially error prone. The archival limitations also are significant. Once the recoding is done, future researchers will be unable to re-create the original data set.
- If an archival standard is defined as a non-column-binary format that reproduces the complete structure of the original files, only the spread ASCII format meets these conditions. This spread format, however, is at least 600% larger than the original file and requires recoding.
- The column-binary format itself begins to look more attractive as a long term archival standard than we had anticipated. It conserves space, it preserves the original coding of data and matches the column location information in the codebooks, it can be transferred in standard binary, and it can be read by standard statistical packages on all of the platforms we have used in testing. Unfortunately, it is difficult to locate and decipher information about how to read in the column binary data with SAS and SPSS, as the latest manuals no longer contain information about this format.

Documentation conversion activities included investigating format options and starting the scanning operations.

The second part of the project will continue the two-pronged approach and will evaluate alternative methods and costs. The Data Conversion section will include investigating more fully the structure, size, and production of the spread ASCII format, including a sample data dictionary. We also will address the issues of proprietary formats in an archival context.

The Documentation Preservation activities will:

- Investigate alternative image formats, especially the production of PDF format files in Adobe Capture.

Cont. on p. 4 ***See Preserving the Whole***

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WEB STATISTICS REPORT

The Web sites of the Commission and Council are maintained by Stanford University Libraries. Reports indicate that use of the Web sites increased considerably during 1996. Among the most-used features is this newsletter on the CPA site. A search capability enables users to search Commission newsletters and publications by topic.

	February 1996	December 1996
Total completed requests:	5,589	21,323
Average completed requests per day:	197	696
Number of distinct files requested:	305	1,089
Number of distinct hosts served:	596	3,018

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National Digital Library Federation

NDLF and DLI Get Acquainted

Every six months, representatives of the six institutions participating in the Digital Libraries Initiative (DLI) funded by the Federal Government convene to discuss progress in their local university-based projects and to share research findings. The latest meeting, convened at Stanford University December 15–17, included a large number of invited representatives from National Digital Library Federation (NDLF) member libraries.

After an introduction by Deanna Marcum explaining the purposes and activities of NDLF, Bill Arms of the Corporation for National Research Initiatives (CNRI) spoke about the volume and kinds of digital library activity across the nation and paid reference not only to the applied academic research work within the DLI, but also to programs and projects of the research library community such as NDLF's Making of America II and transformations occurring in graduate education for librarians and information specialists.

NDLF representatives addressed major areas of collaborative inquiry and practice within member libraries. Michael Keller, University Librarian at Stanford, discussed economic issues of research libraries in a mixed print and electronic environment and the intellectual perishability of digital information and its costs. Don Waters, Associate University Librarian at Yale, spoke about some of the dilemmas in preserving, migrating, and converting digital information especially as they relate to rights. Carol Mandel, Deputy University Librarian at Columbia, described the variety of inquiries and benchwork being performed in NDLF institutions regarding discovery, retrieval, and metadata.

The conference's significance for NDLF and DLI was not only more direct knowledge of each other's work, but the emerging widely held view that the applied research orientation of the DLI institutions and the programmatic work of the NDLF libraries have moved considerably more toward each other, with the probability of mutually beneficial crossover from each domain.

— Reported by Tony Angiletta
Acting Program Director, NDLF

Electronic Content Licensing Project Announces Internet Discussion List

January 10, 1997. The Yale University Library, Commission on Preservation and Access, and Council on Library Resources are pleased to announce the creation of LIBLICENSE-L, an Internet discussion list on the topic of Electronic Content Licensing for Academic and Research Libraries. (See Newsletter #91, July–August 1996.) This list will be of value to librarians, information providers, publishers, attorneys in the field, and other interested parties. To join the list:

- Send a message to: listproc@pantheon.yale.edu
- Leave the subject line blank.
- In the body of the message, type: `subscribe LIBLICENSE-L Firstname Lastname`.

LIBLICENSE-L is an outgrowth of the Electronic Content Licensing Project, whose URL is: http://www.library.yale.edu/~Llicense/index.shtml.

Increasingly, libraries are being inundated with information created in digital format and transmitted and accessed via computers. This list is designed to assist librarians and others concerned with the licensing of information in digital format in dealing with some of the unique challenges faced by this new medium. Information providers (creators, publishers and vendors) who deal with libraries are welcomed as members of LIBLICENSE-L. Potential areas of discussion include:

- Drafting library and educational license agreements for digital information content,
- Insuring that license agreements do not inordinately restrict the use of digital information,
- Reconciling license agreements with the fair use provisions of the U.S. Copyright Act,
- International agreements relating to the copyright of databases and other digital information in their relationship to content licenses.

— Adapted from an online announcement from Yale University Library

Update on NEH

The Division of Preservation and Access has received $18-million of the $110 million provided to the National Endowment for the Humanities in fiscal year 1997. At the July 1996 deadline, the division received a good number of applications representative of the range of preservation and access activities that the Endowment supports. The review process is on track and applications are scheduled to go to the National Council on the Humanities at its March meeting. Applicants will be notified of the Chairman's decisions in early April. The division's next deadline is July 1, 1997.

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Lehmann *Cont. from p. 1*

printed form. This ratio will change very slowly, if at all.

Q. *Even though, the challenge is here. How do you plan to deal with it?*

A. Those who insist that the dissemination of knowledge should be exclusively digital are not considering the reader. I am in favor of choice. Of course, the new medium will be added, but one has to consider the advantages of the book. Significantly, the Internet is used primarily by researchers with pressures for timely information, who work internationally, live widely dispersed, and know English as a research language.

Q. *You are obviously not a "Media-thekar," but remain a "Biblio-thekar."*

A. Yes. Networks cannot replace the library. Networks are only for dissemination. There has to be a source somewhere. Of course, we will work differently than in the past. In the future, books and collections can be dispersed all over the world and the librarian selects them with the help of digital search mechanisms. What remains is the basic principle of order. Librarians have to master the chaos.

Q. *Electronics is supposedly the storage medium of the future. Some years ago, many were still committed to microfilm as a storage medium.*

A. This is still the case today. Silver film is not a dead-end street, but the most reliable storage medium—better than magnetic tape or CD/ROMs, which last only about 50 years. For example, we are preserving newspapers and periodicals on film or fiche. The image of a page can at any time be scanned and used digitally.

Q. *Are some of your colleagues too quick to adopt the newest technologies?*

A. In many ways, there is too great a rush. If you change the medium, you have to be careful not to discard the old collections. Digital networks are not wonder drugs for all our problems.

Q. *Is preservation your major concern?*

A. A very important one, as you can tell from our efforts to deacidify paper and now also to strengthen it. These efforts prolong the life of a book by a factor of seven. A book with a life span of 80 years will now last 560 years.

Q. *And your library will become an old-age home for rare information?*

A. It's unavoidable. The digital age is taking us out of the frying pan into the fire. Software is changing every five to eight years. The Internet is even worse. Imagine that someone published an article on the Net. Many have read it and cited the work. Then the author deletes the text and you can no longer find the source. We have to do something about that, perhaps with a form of authentication of the original. We have to preserve the original. After all, we are protecting intellectual property.

— Translation by Hans Rüttimann, International Program Officer

Preserving the Whole
Cont. from p. 2

- Address archival standards implications of PDF format and precedence at other locations (ICPSR and the US Bureau of the Census).
- Illustrate examples of searching and displaying the PDF files and ASCII text in Adobe Acrobat via the Internet.
- Produce a sample marked-up HTML document for the project's Internet site.
- Address the application of the Data Documentation Initiative SGML Document Type Definition to the Roper Report documentation.

The final report will include: an evaluation of findings, a glossary and bibliography, technical descriptions of software and equipment, and a WWW site with sample programs, datafiles and documentation.

The report will be summarized and presented at the IASSIST/IFDO Conference, Odense, Denmark, May 6–9, 1997. IASSIST is the International Association for Social Science Information Service and Technology and IFDO is the International Federation of Data Organizations. The URL for tne conference is http://www.sa.dk/dda/conf97.

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The Commission on Preservation and Access

Ensuring Access to the Accumulated Human Record As Far into the Future As Possible

Newsletter

NUMBER 97 MARCH 1997

Preserving Access to Finding Aids: Test of Encoded Archival Description Underway

Developers of the Encoded Archival Description Document Type Definition (EAD DTD) have announced a beta test version of this proposed standard for the encoding of archival finding aids.

In a letter accompanying a final report to the Council on Library Resources, Susan Fox, Executive Director of the Society of American Archivists, stated that the EAD DTD represents a significant advance in archival theory and practice, and positions the archival community to assume a role of leadership in the delivery of historical, cultural, and research information over the Internet. The beta test version is intended to be used for field testing and preliminary implementation by archivists and other interested parties.

Finding aids include inventories, registers, indexes, and other documents created by archives, libraries, museums, and manuscript repositories to support the use of their holdings. They provide access to and control of largely unpublished collections of primary-source materials, such as historical manuscripts, photographs, and correspondence.

According to the developers, Standard Generalized Markup Language (SGML), as applied in this suite of DTDs and related files, can provide a single standardized encoding through which archival descriptions can be exchanged and used. SGML is a set of rules for defining and expressing the logical structure of documents. The rules are to be applied in the form of codes that can be imbedded in an electronic document to identify relationships among component parts. Motivating forces for developing the EAD DTD were the growing role of networks in access to information about holdings and the desire to go

Cont. on p. 4, See EAD

Collaboration to Produce Electronic Archiving Pilot

The Commission and Council are working with other institutions and OCLC in a pilot project to test electronic archiving technology. With two repository partners—the Museum of the Confederacy and Knox College—the Council assembled a selection of Civil War regimental histories and veteran memoirs to be made available online to segmented audiences in order to study and measure user response and needs. OCLC recently announced that the information in the pilot project also will include photographs from the Grand Rapids Public Library's Robinson Collection of All-American Girls Professional Baseball League, 50,000 pages from New York Public Library's Schomburg Center for Research in Black Culture, and images from the Library of Congress' Mathew B. Brady Collection of Civil War photographs, along with materials from the University of Chicago, Northwestern University, the University of Illinois at Urbana-Champaign, and the U.S. Government Printing Office.

For this project, the information is being digitized without harming or altering the original media, which will

Cont. on p. 2, See Collaboration

INSIDE:

The Task Force on Hispanic Resources, headed by Nicolas Kanellos, director of the Recovering the U.S. Hispanic Literary Heritage Project at the University of Houston, has issued a report that argues the need to identify, preserve, and create access to the rich store of Spanish-language materials relevant to the Hispanic heritage of the United States. The report calls for coordinated action by librarians, archivists, scholars, Hispanic community leaders, and funding sources to achieve these goals in a timely and comprehensive fashion.

Update on Conference on Collections Environments

The format of an international conference on collections environments, to be held in September 1997, has changed. (See October 1996 newsletter.) The Conservation Analytical Laboratory (CAL) of the Smithsonian Institution and the National Center for Preservation Technology and Training will use a format similar to the Gordon Conferences, where a number of invited specialists freely present and discuss ongoing research issues in an informal setting. According to Chairman Frank D. Preusser, invited participants, including conservators, conservation scientists, and engineers, will discuss current issues in collections environments. Emphasis will be on a holistic approach, not looking at individual issues in isolation. The colloquium will take place from September 3 to September 5, 1997. A publication on the results of the meeting is planned. Suggestions for discussion topics or other contributions can be sent to Preusser at the e-mail address: fdp@earthlink.net.

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Council WWW Site:
http://www.clr.stanford.edu/clr.html

The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The Commission is affiliated with the Council on Library Resources.

The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars and faculty, preservation specialists and managers, and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

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Collaboration, *Cont. from p. 1*

remain the property of the owners. Materials will be made accessible through the OCLC FirstSearch service. The pilot project provides a way to explore electronic archiving as a way to offer broad access to rare materials, preserving information in a way that supplements traditional formats.

—Adapted from OCLC Press Release

One of the 1,000 photographs from the Grand Rapids Public Library's Robinson Collection of All-American Girls Professional Baseball League. Part of the Electronic Archiving Pilot Project. (Courtesy Grand Rapids Public Library)

What's New on the Web

- Listing of new Oberlin Sponsors of the Commission on Preservation and Access. See "What's New" top of Commission home page.
- The complete mid-year report from the Yale University pilot project to preserve digital information in the university's Social Science Data Archives, conducted under contract to the Commission. See "What's New" top of Commission home page. (For background, see February 1997 Newsletter, page 2.)
- The National Task Force on Emergency Response announces that the Federal Emergency Management Agency has posted on its Web site a task force article on salvaging books. The article is in FEMA's News Desk section at http://www.fema.gov/fema/Fldbks.htm. The Commission is a member of the task force, which is an initiative of FEMA, the Getty Conservation Institute, and the National Institute for the Conservation of Cultural Property.

Task Force on Hispanic Resources Issues Recommendations

Spanish, the language spoken by the majority of the inhabitants of the Western hemisphere, has an unbroken written tradition in North America older than that of English. Currently, the United States is the fourth largest Spanish-speaking country in the world, and, according to the U.S. Census Bureau, Hispanic inhabitants will make up approximately one third of the U.S. population by the year 2050. Yet the vital contribution of Hispanic civilization to the development of the United States has too often gone unrecognized. A Task Force on Hispanic Resources, headed by Nicolas Kanellos, director of the Recovering the U.S. Hispanic Literary Heritage Project at the University of Houston, has issued a report that argues the need for identifying, preserving, and creating access to the rich store of Spanish-language materials relevant to the Hispanic heritage of the United States. The Task Force urges that documents tracing the history of Hispanics in North America and their role in the shaping of its culture be recovered and saved, that they receive adequate bibliographic attention, and that they be made available to scholars and the wider public. The report calls for coordinated action by librarians, archivists, scholars, Hispanic community leaders, and funding sources to achieve these goals in a timely and comprehensive fashion.

The Task Force notes that Hispanic culture in the United States has been perceived largely as "a working-class culture." But working-class Hispanics produced "an important and vast body of written and published works, artifacts filled with knowledge worthy of preservation for generations to come." Communities supported hundreds of Spanish-language newspapers, professional theaters (for which dramatic literature was created), publishing houses, and bookstores. From these communities there survive the records, newsletters, correspondence, and other documents of thousands of societies, unions, and local organizations founded and maintained by Hispanics. According to the Task Force, the nature of Hispanic cultural production and an anti-Hispanic prejudice in the larger society help explain why these materials have not been collected and cataloged on an appropriate scale by libraries and museums, or described adequately in indexes and finding aids.

The report cites other factors "that complicate the creation of strategies for searching, preserving, describing and making accessible this heritage." The Hispanic legacy of the United States extends well beyond this country's geographical boundaries. "It is international in scope precisely because of the expanding borders of the U.S. over time, as well as because of the nature of migration and immigration from Cuba, Mexico, Puerto Rico and other Hispanic American countries." Often it is difficult to identify the nationality or citizenship of authors: "The very bicultural and international experience of Hispanics creates a slew of searching, preserving, accessioning, indexing, and describing problems." The only extant copies of many documents are held abroad, as part of the cultural patrimony of other countries, "when in fact the documents may have been generated here or may be relevant to the life of the author while he/she lived in the United States." This geographical dispersion makes it unlikely that many of the materials will ever be recovered. Others are in private but unidentified collections, belonging to families, estates, and ethnic societies. The report notes, as an additional complicating factor, that "the gestation of Hispanic cultural identity, through writing, printing and publishing, actually took place in the United States during that very period when acid paper was used." Hence, the materials carry an inherent risk of deterioration.

Members of the Task Force believe that the most critical problem in preserving and making accessible the Hispanic documentary legacy will be to convince foundations and agencies at every level of the society of the significance of what is at stake, and then to persuade them of the scale and urgency of the funding needs: "The loss

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of the Hispanic cultural heritage of this country has not been identified as a problem, and both private and public institutions have not created, and are hesitant to create, programs and funding categories that will specifically address this glaring need."

The report concludes with seven recommendations:

1. Regional, national, and international surveys of Hispanic materials should be undertaken as soon as possible to locate and register materials and assess their risk of loss.

2. Agencies and foundations should create specific categories of funding to address these issues of preservation and access, and they should apportion an adequate level of resources to each category. The preservation of materials should have the highest priority, but projects should be encouraged that recognize as well the need to organize, describe, and disseminate materials.

3. Community-based projects should be created to work with local institutions (in particular, with branch libraries), scholars, and families in Hispanic communities to further preservation and access efforts and to promote the use of Hispanic-heritage materials in education at the local level, through exhibits, conferences, workshops, and school-based projects.

4. Regional and state governments should play an appropriate role in recovering the cultural legacy of their areas—for example, by funding regional and local archives and community organizations.

5. More bilingual librarians and archivists should be trained. In the meantime, individuals creating bibliographic records for Hispanic materials should work with professionals who know Spanish.

6. Professional associations, such as ALA, LASA, MLA, and the various Hispanic scholarly organizations, should become more conscious of the full range of issues involved in documenting the Hispanic heritage of the United States.

7. A task force or working group, to include representatives from foreign institutions, should be established, maintained, and funded to address these issues on a national and international basis.

For more information, contact Nicolas Kanellos, director of the Recovering the U.S. Hispanic Literary Heritage Project, University of Houston, (713)743-3129, e-mail artrec@jetson.uh.edu.

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NIC Surveys Find Americans Value Preservation

Americans value collections preservation, but believe the nation's cultural institutions lack the necessary resources to preserve their collections. So conclude two surveys of the National Institute for the Conservation of Cultural Property (NIC), which were conducted independently of one another in 1995 and 1996.

Both the "NIC Awareness Study," conducted by the Gallup Organization in 1996, and a visitor survey conducted at 12 NIC member institutions in 1995 interviewed more than 1,000 individuals about their attitudes toward, interest in and need for conservation and preservation within cultural institutions as well as outside the institutional realm. Because the Gallup poll was conducted by telephone, the results can be applied to the entire population.

In each study, 95% of the respondents agree that collections in our cultural institutions need to be preserved. However, far fewer respondents (53 percent in the Gallup study and 39 percent in the NIC visitor surveys) believe these institutions have the resources to preserve their collections. In addition, nearly half of the respondents in both studies would like to know more about preserving collections in museums and libraries.

Copies of the Gallup poll and NIC survey are available from NIC, 3299 K Street, NW, Suite 602, Washington, DC 20007-4415.

— Excerpted from the Fall 1996 *Council Update*: a Dispatch from the National Institute for the Conservation of Cultural Property

Indiana University Joins Commission Sponsors

Indiana University Libraries has become a sponsor of the Commission on Preservation and Access. Sponsorship of colleges, universities, publishers, libraries, archives and other allied organizations enables the Commission to engage in a variety of preservation activities to ensure long-term access to our cultural and scholarly heritage. Sponsors receive all Commission publications on a complimentary basis.

IPI Provides Guidance on Digital Imaging of Historic Materials

The quality of the first digitization of historical documents and photographs will affect all future copies and re-generations, say scientists of the Image Permanence Institute (IPI) at Rochester Institute of Technology's School of Photographic Arts and Sciences. Alongside its traditional film and microfilm preservation work, IPI is in the middle of a two-year investigation funded by the National Endowment for the Humanities into "technical issues and problems of digital imaging for use in library and archive photographic collections." The findings will appear in a printed report.

This academic year, the Library of Congress called upon IPI to advise on standards for vendors who will perform electronic scanning of invaluable historical materials for the new National Digital Library Program (NDLP). The library intends to have 5 million digital images scanned by the year 2000. Archival items include handwritten letters, maps, documents, microfilm, and photographs.

The NDLP contracted IPI for technical guidance in areas such as "capture resolution and tonality after scanning," says Franziska Frey, IPI research scientist. IPI recently presented its findings to the library, which will provide the written report on its Web site. "Our job was to advise on test targets and quality standards—for example, what's on the market, what equipment others are using on digitized projects, and the quality of scanning required for various materials," explains Frey. "We looked at the extreme range of materials to go into NDLP's electronic library and then analyzed how to set quality controls for vendors."

Setting global digital standards will take time, advises James Reilly, director of IPI. "It took more than 50 years for traditional photography to develop its current standards, and those are not always applicable to digital work. The technology is evolving so fast that the standards lag behind." Reilly's concerns on the fast jump to electronic storage include:

- Little or no standardization of software and hardware; therefore, each new electronic imaging system reproduces the pictorial information slightly differently.
- Risk of relying on electronic storage to the point of not saving originals, although he notes that, for now, some institutions, including Yale and Harvard, are building off-site storage facilities.
- Lack of considering environmental decay factors—anything organic deteriorates—even electronic storage devices.

—Adapted from Rochester Institute of Technology Press Release

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EAD, *Cont. from p. 1*

beyond the information provided by traditional machine-readable cataloging (MARC) records. The EAD DTD also should simplify the process of creating machine-readable finding aids in the future, as the use of SGML tools becomes more widespread.

The development of the EAD DTD can be traced to a project initiated by the Library of the University of California, Berkeley, in 1993. The goal was to investigate the desirability and feasibility of developing a non-proprietary encoding standard for machine-readable finding aids. The project was the recipient of a U.S. Department of Education Title II-B Research and Demonstration Grant and was also supported by the Bentley Fellowship Program.

The project has been a collaborative one since its beginnings. In April 1995, the Commission funded a conference on the project at the University of California, Berkeley, attended by 50 representatives of special collections, archives, libraries, and museums. (See Newsletters of February and June 1995.) In August 1995, the Society of American Archivists' Committee on Archival Information Exchange (CAIE) agreed to assume responsibility for involving interested archivists. In December of that year, the Society of American Archivists received funding from the Council on Library Resources to create application guidelines for EAD.

During the current beta test stage, developers are relying on users to provide information about how workable the implementation of SGML is for finding aids. Work on the project is documented at the Library of Congress Web site on EAD at http://cweb.loc.gov/loc/standards/ead. Developers are encouraging experiments as soon as possible. The results will affect the first production release, expected this year. Those interested in the effort can subscribe to the EAD electronic forum by sending a subscription message to "listserv@loc.gov". ⇦

Libraries enable us to communicate through distance and time with the living and the dead. This miracle continues because of the meticulous sorting, storing, indexing, and preserving that still characterize library work — work that will carry, in the new electronic environment, challenges and a price tag yet unknown.

— Adapted from "12 Ways Libraries are Good for the Country," in *American Libraries*, December 1995 (V.26, n.11)

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Newsletter

NUMBER 98 APRIL 1997

EROMM Database on World Wide Web

The database of the European Register of Microform Masters (EROMM) is now accessible for World Wide Web browsing. This improved accessibility makes it easy to retrieve more than 350,000 records of reformatted books held by European libraries. The URL for the file is: http://www.brzn.de/eromm/gbvero-e.htm

National and other large libraries and library computing centers make up the EROMM membership. They contribute their own records and those collected from affiliated libraries to the register, and they offer to provide service copies of the reformatted items. Currently, 11 countries and some 32 libraries are cooperating with EROMM. The countries are: Austria, Belgium, Denmark, France, Germany, Great Britain, Ireland, Poland, Portugal, The Netherlands, and Switzerland.

Most books and journals recorded in EROMM were published between 1850 and 1950 (more than 185,000 items). However, there also are considerable numbers originally published in the 17th and 18th centuries. About half the works recorded are in French, less than a third are in English. Works in Latin, German, Italian and Portuguese range between one and four percent each.

EROMM is intended to record printed works reformatted according to archival standards only. As a rule, the database includes information related to preservation masters. Only where such information is unavailable are printing masters filed instead. An agreement between EROMM and the Research Libraries Group (RLG) signed last year provides for continuous exchange of European and American master records. A first sample of records derived from RLG's RLIN database is available in the EROMM file.

Direct ordering of service copies (hardcopy, microform, or digital, depending on the owning library's technical capacities) can be done on the basis of EROMM records. EROMM's online ordering facility is about to become available for all file users. For more information, contact the EROMM secretariat by e-mail: eromm@mail.sub.uni-goettingen.de

School for Scanning to be held on West Coast

A conference titled "School for Scanning: Preservation and Access in a Digital World" will be presented by the Northeast Document Conservation Center, in cooperation with the National Park Service and The Getty Information Institute, at the Berkeley (CA) Marina Marriott Hotel May 12-14, 1997. Participants will be trained in:

- Basics of Digital Technology
- Deciphering Digital Jargon
- Practical Guide to File Formats
- Content Selection for Digitization
- Legal Issues of Digital Technology
- Text and Image Scanning
- Quality Control and Costs
- Essentials of Metadata
- Digital Preservation: Fact or Fiction

The conference is designed for librarians, archivists, curators, interpreters, historic preservation specialists, registrars, and other cultural or natural resource managers. No prior knowledge of digital media is required. The conference is funded in part by The Andrew W. Mellon Foundation. The Northeast Document Conservation Center receives funding from the National Endowment for the Humanities.

The number of participants is limited, and registration applications will be accepted on a first-come-first-served basis. The cost is $245, including lunches. Participants will also be responsible for all their travel and lodging costs. For more information, contact: Kim O'Leary, Field Service Office, Northeast Document Conservation Center, 100 Brickstone Square, Andover, MA 01810. (508) 470-1010. Fax: (508) 475-6021. Email: oleary@nedcc.org

INSIDE: The joint testimony of the Commission, Association of Research Libraries, and National Humanities Alliance in support of FY-1998 appropriations for the National Endowment for the Humanities. The President's request for NEH in FY-1998 is for $136 million which would, if enacted, provide $26 million more than the present (FY-1997) appropriation. Of the requested amount, $21 million is for Preservation & Access, $3 million more than in FY-1997.

The Commission is affiliated with the Council on Library Resources

Written Statement from

The Association of Research Libraries, Commission on Preservation and Access, and National Humanities Alliance

On the Fiscal Year 1998 Appropriations for the National Endowment for the Humanities

Interior and Related Agencies Subcommittee
Committee on Appropriations U.S. House of Representatives

Interior and Related Agencies Subcommittee
Committee on Appropriations United States Senate

5 March 1997

We write to express support for the National Endowment for the Humanities (NEH) and to urge the Subcommittee to recommend a Fiscal Year 1998 appropriation for the agency of $130 million, the amount requested by the president. As you know, the NEH request includes $21 million for preservation and access, a $5 million increase over the present appropriation.

1997 marks the seventh consecutive year that three national organizations—the Association of Research Libraries (ARL), the Commission on Preservation and Access (CPA), and the National Humanities Alliance (NHA)—have joined together to testify on the value and importance of the preservation programs of the National Endowment for the Humanities.

What is the background of NEH support for preservation?

It was in the 1980s that the nation was first alerted to the scale of the catastrophe facing our country's recorded history: library and archival holdings from the nineteenth and twentieth centuries are deteriorating and turning brittle because of the highly acidic paper on which they are printed. The capacity of individual libraries to respond to the crisis varies widely. Research libraries hold the largest number of embrittled volumes, and each of these libraries has begun to deal with its worst cases of deterioration. Yet no one library has the resources to cope with the problem in its full national dimension.

In 1988, in response to a request from the Congress, the National Endowment for the Humanities drew up a plan to preserve, over a period of twenty years, the contents of some 3,000,000 embrittled books important to the record of the nation's shared historical and scholarly heritage. The NEH plan, which reflected the best knowledge in the field at that time, opted to use microfilm as the safest and most economical way to begin capturing the contents of books, although it was understood that, if a demonstrably superior technology were to emerge, it would be adopted. From the beginning, the clear interest expressed by the Federal Government in preserving the endangered materials helped frame the twin purposes that have guided the plan: a) to film the books so that their contents will be available to future generations, and b) to provide—for the general public and for scholars—the much broader access to the books that becomes possible once they have been filmed.

There has been seven years' experience with the practical implementation of this extraordinarily farsighted and ambitious plan, under the direction of NEH's Division of Preservation and Access. As a consequence, it is an appropriate time to take stock of what has been accomplished and what remains to be done. By the end of 1996, more than 750,000 books had been filmed. While this figure represents some slippage from the targets set in 1988, we believe that the productivity is quite remarkable when measured against the reduced Federal resources available. These materials are available for use on-site in a number of libraries across the country and can be obtained with only a short wait at thousands more. But the need to continue the preservation work is as urgent as ever, and it would be tragic to reduce the financial support essential for its orderly progress. Jan Merrill-Oldham, Malloy-Rabinowitz Preservation Librarian at Harvard University, has identified precisely what is at stake

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"We are in danger of losing the nineteenth century, and much of the twentieth as well."

Why is a Federal presence necessary?

The brittle-book problem represents a serious threat to a fundamental national asset—the printed record that undergirds our common knowledge. Hundreds of thousands of additional items—books, archival materials, papers, photographs—important to humanistic inquiry move into high risk each year because of their age and physical condition. Once these resources have deteriorated too badly, they are lost forever. In 1991, James McPherson, author of the Pulitzer Prize-winning Civil War history Battle Cry of Freedom, offered testimony on behalf of the NEH preservation program. McPherson described his encounter with embrittled resources while he was doing research for the doctoral dissertation that later became his first book:

"As I turned these precious but highly acidic pages, some of them tore and crumbled in my hands no matter how carefully and delicately I handled them. I was horrified by the experience of damaging, perhaps destroying the very sources that nurtured my knowledge...Over the thirty years since that experience, things have changed and improved a good deal. Nearly all of the newspapers and many of the pamphlets I used then have subsequently been microfilmed...This has been a great benefit not only to me but to many students whose graduate and undergraduate research I have directed."

As libraries around the country have joined the program for a twenty-year commitment to reformatting embrittled materials, the indispensable role of the NEH has become clear. Continued—indeed strengthened—Federal leadership in advocating the rescue of these irreplaceable resources and in keeping attention focused on the routine but absolutely essential daily business of filming the vulnerable items is indispensable. The scale of the national problem is so staggering as to defeat the efforts of any single institution, no matter how generously it might commit itself to the task. But the leadership of the National Endowment for the Humanities has made it possible to reach this goal through national cooperation.

What have been the benefits of NEH leadership?

Coordination. By guiding the efforts of individual institutions into a national effort, the NEH program has been responsible for the development of an ethic of common practice among participating libraries. It is an ethic that stresses coordinated activity and adherence to the highest technical standards. Only a national agency had the authoritative presence to foster the evolution of this ethic.

Standards. NEH has taken the lead in helping libraries define standards for cataloging the filmed materials and assuring access to them. Institutions that do the filming must retain a master negative, a print master, and a service copy, and they must provide copies of the film at cost upon request. In addition, the microfilms must be stored under environmental conditions that meet nationally accepted standards. Only a Federal agency could have introduced the requirement that bibliographic records for the filmed materials go into a national data base, to alert potential users everywhere to their existence, and to save libraries the expense of duplicative filming. When private foundations joined the microfilming effort, they adopted these same requirements as conditions of their grants.

Leverage. Federal support has meant that hundreds of individual preservation efforts around the country are leveraged and added to a nationwide program. None stands apart or risks being redundant. When NEH supports the preservation of collections that relate immediately to state or local history, it is with a recognition that the collections are part of the mosaic of the entire nation's history. Thus, the New York State Archives has received several major grants from the Endowment to preserve and make accessible deteriorating collections that include the earliest records of the seventeenth- and eighteenth-century Dutch and English Colonial governments in New York, records of the New York State Joint Legislative Committee to Investigate Seditious Activities after World War I, and records of home-front activities across the state during World War II. The research significance of these materials extends well past the borders of New York.

Indeed, the NEH initiative has had a remarkable influence internationally. Its example has prompted governments elsewhere to take similar action to preserve their nations' printed heritage, and they have used the American experience as a model in organizing their preservation programs. As a result, the international community is sharing with the United States the effort and the great expense of saving and making accessible the fragile memory of the world. This coordinated international effort, patterned after the NEH program, provides libraries and schools in this country with intellectual resources from around the world to which they would otherwise not have had easy access.

What do institutions contribute?

NEH is not the sole funding source for the national preservation effort. Libraries and archives devote substantial resources of their own to preservation, and Federal funds have helped libraries raise private matching support for preservation. Harvard, for example, spends more than $3 million a year for preservation work, in addition to any support from NEH. But, in allocating their own funds, university libraries must give priority to meeting their immediate internal preservation needs—to making certain that their holdings are in good condition to support research and instruction. NEH funds, on the other hand, have allowed institutions to work toward the filming of entire priceless collections: Columbia University can film about 1,000 volumes a year with its own funds, and the volumes are chosen largely on the basis of local demand and use. Over the past six years, Federal funds have supported the filming of some 55,000 additional volumes at Columbia, and these have been chosen for their distinction, their fragility, their

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coherence as collections, and their importance to scholars and citizens in locations far beyond the campus.

Moreover, NEH support has encouraged universities to increase their own preservation budgets. As one example, the provost of Cornell has allocated supplementary funding to the University's preservation department for each of the past six years, in recognition of its achievements. Again at Cornell, NEH funding has stimulated private support from, among others, the Mellon, Culpeper, Luce, Reynolds, and Delmas foundations, and the University has had, since 1984, nineteen competitive grants from New York State for preservation activity. As Mary Ellen Cunningham-Kruppa of the University of Texas libraries has observed, "Continued support at the national level will assist libraries at the state and local levels in obtaining support for the ongoing care of our national resources."

What is the role of new technologies in the program?

Digital technology presents an entirely new set of preservation opportunities and challenges. The microfilms in the national preservation program can be converted to digital format should it become the preferred mode of long-term storage and easy retrieval. In the meantime, as education and information services move increasingly into electronic formats, the NEH Division of Preservation and Access serves as an indispensable forum for encouraging an approach to digitization that is rational, coherent, and coordinated, and that considers not just the capacities of the technology but the nature of the materials and the needs of the American public.

What threatens the continued success of the preservation program?

When the twenty-year national commitment to save embrittled materials was first announced, the New York Public Library responded to the challenge with a plan for filming, over the course of the twenty years, scarce and rare materials from its great collections on American history and culture. NEH support for the plan has allowed the filming to proceed in an orderly and very productive fashion—in the most recent two-year grant period, Federal funds rescued some 13,000 volumes. But because of reductions in the current NEH budget, the latest grant to the Library will enable it to film only half the number of items it had hoped to save in the next two years. There is a danger that the Library will fall inexorably behind in its preservation work on behalf of scholars and readers everywhere.

The NEH Division of Preservation and Access has put into place a multi-institutional program that is a model of its kind, and the coordinated action of dozens of partners of varied size and character is now a daily reality in America. It is routine in the very best sense of the word. The staff of key institutions have been trained to perform highly technical, detailed work. The work is efficient, cost-effective, and of an importance we can only begin to estimate: "The value of the reformatted library we are building around the country cannot yet be calculated," says Scott Bennett, Librarian of Yale University. But the continuance of this important work is by no means assured, and, if it were interrupted, the prospects for beginning it again one day seem bleak indeed—and, in any case, how much would crumble and be lost in the interim!

It would be a tragedy to impede the national preservation program for lack of funding—as it would be to flag in the resolve to see it to completion, or to take for granted its continued success. Without adequate, sustained financial support, this generous undertaking in the national interest will fall short of the noble goals that were set for it when it was first announced to the American people.

We respectfully request the Congress to maintain its commitment to the preservation of our shared printed cultural history. ▬

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Preservation and Access

Newsletter

NUMBER 99 MAY 1997

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The Commission's updated *1997 Catalog of Publications in Print* is available. The 10-page catalog provides abstracts of all reports that can be ordered in paper format. To obtain a copy, send your request to Alex Mathews at the Commission address; or e-mail, amathews@cpa.org. If writing, please include a self-addressed label. If contacting by e-mail, please include your full mailing address.

When publications are out-of-print, they are available in microfilm from ERIC, the Educational Resources Information Center, and on the Commission's Web site.

Choosing to Preserve ECPA Issues Volume from International Conference

The European Commission on Preservation and Access (ECPA) announces the publication of papers from the March 1996 international conference organized jointly by the ECPA and Die Deutsche Bibliothek Leipzig/Frankfurt am Main. The title of the conference and volume, *Choosing to Preserve*, calls attention to the deliberate action institutions and government agencies will have to take to ensure long-term access to the printed and written materials in archives and libraries.

In the volume, experts from nine European countries and the U.S. present their views on preservation and outline policies, problems, and practices in their countries and institutions. Although the papers describe a variety of approaches, they illustrate that, in spite of the differences between countries and institutions, many shared problems can be addressed through concerted action.

The importance of long-term access to older materials for academic research was brought out vividly in the keynote speech by a representative from the scholarly world, Professor Bernhard Fabian. His contribution is printed as the first of the longer papers and provides a framework for discussion of preservation in terms of access and use. Of the 18 papers, three are in German and the remainder in English.

The Commission is making a limited number of copies of the volume available outside Europe for $20.00, with prepayment by check (payable to the Commission on Preservation and Access) required. Readers in Europe who wish to obtain a copy should contact the ECPA (fax +31 20 620 4941; e-mail ecpa@bureau.knaw.nl).

INSIDE: Preservation Science Research Update

The Preservation Science Research update from the National Library of Canada beginning on page three was prepared especially for readers of this newsletter. It provides some of the most recent scientific findings from Canada and elsewhere concerning the longevity of papers housed in library and archives collections. The permanence of paper has continued as a major interest of the Commission since its founding, when it worked with other organizations to obtain Congressional funding for the 20-year Brittle Books Program of the National Endowment for the Humanities. Most recently, the Commission's Preservation Science Council has identified recycling and lignin content as an area of top priority, urging that laboratory results be interpreted, applied, and communicated so as to benefit the decision-making of preservation administrators.

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Digitizing Photo Collections

A colloquium for the exchange of information among those actively involved in photograph digitizing projects, sponsored by the National Endowment for the Humanities' Division of Preservation and Access and the Image Permanence Institute (IPI), will be held June 7-9, 1997, at IPI, Rochester (NY) Institute of Technology. Participants will discuss such questions as:

- How will institutions use digital images?
- What image quality is required?
- Do we need standards? And, if so, who should define them?

The colloquium is part of a two-year NEH-sponsored project to investigate the key technical issues and problems of digital imaging for use in library and archive photographic collections. IPI's project is examining the issue of image quality requirements and their relationship to institutional policies and purposes. Speakers and panelists will include managers of preservation and digitizing projects from libraries and archives, imaging consultants, and representatives of industry. Photohistorians are encouraged to attend, to bring a scholarly perspective to the discussions.

Contact Jane Pestke, Image Permanence Institute, (716) 475-5199;
Fax: (716) 475-7230
E-mail: cjppph@rit.edu

AAP Considers Preservation

Preservation issues involving historical continuity, the permanence of archival media, the tagging of electronic data for accessibility, and the responsibilities of publishers for ensuring the long-term availability of information are discussed in a new report from the Association of American Publishers (AAP), *Professional and Scholarly Publishing in the Digital Age*. The 125-page "White Paper II" was developed and written by members of the AAP Professional/Scholarly Publishing Division's Electronic Information Committee.

The report covers changing roles in publishing, user issues, business models/economics, publishing alternatives, and marketing and sales. Preservation is addressed at most length in a section on "Trends," from which the following passages are taken:

> *There are many concerns about whether ... a pragmatic inducement [for publishers] is enough to guarantee access for generations of scholars in the future. Some have questioned whether there is enough standardization of archival techniques among publishers. . .*
>
> *Others have wondered whether or not a publisher facing bankruptcy, for example, would have the foresight or resources to transfer its archival files to a more stable institution without legislative mandates.*
>
> *These are thorny questions of a social nature. Publishers alone will not resolve them, but the debate is one in which publishers have an important role.*

Available from PSP Publications Department, 71 Fifth Ave., 2nd Floor, New York, NY 10003. Phone (212) 255-0200 for ordering information.

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http://www-cpa.stanford.edu/cpa.html

Council WWW Site:
http://www-clr.stanford.edu/clr.html

The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The Commission is affiliated with the Council on Library Resources.

The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars, and faculty; preservation specialists and managers; and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

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What's New on the Web

- The Web version of the Council on Library Resources publication *Public Libraries, Communities, and Technology: Twelve Case Studies* is available on the CLR Web site: http://www-clr.stanford.edu/clr.html. You can reach it through both the "What's New" and the "Leadership Program" pages.

- The Library of Congress National Digital Library Program (NDLP) has made available the full content of the RFP that supports all paper scanning activities within the program. It appears as part of the LC American Memory/NDLP web site at the Background Documents and Technical Reports page, under Technical Operations Documentation.
  URL:http://lcweb2.loc.gov/ammem/ftpfiles.html
  The RFP is entitled "Digital Images from Original Documents, Text Conversion and SGML Encoding" and is approximately 206 pages in length.

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A Science Research Update from The National Library of Canada
The Permanence of Paper

—by Jan Michaels, Preservation Policy and Planning Officer, National Library of Canada

Michaels is Project Coordinator, Permanent Paper Research Project: Impact of Lignin on Paper Permanence, and Chair of its management team. She is also a member of the ASTM/ISR Paper Research Advisory Committee, representing the Canadian Cooperative Heritage Research Project.

For the last two and a half years, Canadian researchers have undertaken an ambitious research project to examine paper permanence. Funded jointly by the Canadian and Alberta governments and the private sector, the researchers examined the effect of lignin on paper permanence in both benign and polluted environments.

This subject has been of primary concern for several years. The heritage sector, including libraries and archives, has long observed that lignin seemed to cause paper yellowing — and that both lignin and yellowing seemed to be connected to paper deterioration. Meanwhile, industry has carried out research, mostly physical tests, that indicates alkaline buffering may make even ligneous papers permanent. In other words, paper may yellow but may not be deteriorating at the same time. The implications of this research offer some hope. If paper simply needs to have a certain amount of alkaline buffer to be permanent, then most books now coming into libraries may indeed have long life expectancies, and we can concentrate preservation efforts toward the already-brittle books in our existing collections.

The research work of the "Permanent Paper Research Project: Impact of Lignin on Paper Permanence" is scheduled to finish soon. The project should provide well-documented results to facilitate discussion and decision-making concerning the lignin issue. The work is being carried out by scientists at the Canadian Conservation Institute (CCI) and the Pulp and Paper Research Institute of Canada (Paprican), and though much of the analysis has not been completed at the time of this writing, the research already has produced some notable results.

Broadly stated, the research can be divided into two parts. A comprehensive set of papers, including handsheets made from 6 pulp types and 10 commercial papers, was measured before and after accelerated aging (Phase 1). A second group of papers (composed of the same papers as the first set) was exposed to pollutants and then similarly aged (Phase 2). Results from the first phase of the tests are emerging as this article is written. They indicate that acidity is the most significant factor affecting the stability of paper during accelerated aging, and that buffering improves stability. There are indications that in benign environments lignin does not have a negative impact on the mechanical and chemical stability of paper. The results of Phase 2, polluted environments, are expected late this month.

There has been very strong collaboration throughout the project, demonstrated by sharing of expertise and skills. Scientists from the Paprican and CCI labs have noted that, as one of the largest joint projects conducted between industry and the heritage and arts community, the team effort has been marked by thoroughness, exact planning, and careful development of reliable procedures. The collaboration also has been apparent on the Management Team, where everyone pitched in their skills, knowledge, and effort to ensure that the project came to completion on time.

We are hopeful that this research work will indeed provide the scientific certitude that we have sought for the lignin issue. The library, archives, and fine art communities will still need to define acceptable yellowing to help in the standards development process, and this definition will likely vary by community. However, standards development has moved a step forward since the last round. As a result of free trade and GATT, standards being required are increasingly function-based, rather than content-based. For example, in past ANSI and ISO permanent paper standards, lignin or calcium carbonate could be specified to be included or excluded as components of permanent paper. In the future, standards need simply state that a paper behaving in a certain way can be deemed to be "permanent."

- How should permanent paper behave?
- How can we avoid waiting 500 years to know, with hindsight, that a paper is long-lived?

We hope that the answers will lie in current research work being carried out for the Institute for Standards Research of the American Society for Testing and Materials (ASTM). Among others, the National Library of Canada (NLC), the National Archives of Canada and the Department of Canadian Heritage participate on the ASTM steering committee through the NLC representative. Some research has already started:

- The Image Permanence Institute, under James Reilly, is investigating the effects of atmospheric pollutants on paper aging. They are using sulphur dioxide, nitrogen

Cont. on p. 4. ***See Update***

Update, *Cont. from p. 3*

dioxide, and ozone as the pollutant gases at various exposures.

- The Library of Congress, under the leadership of Dr. Chandru Shahani, is exploring accelerated paper aging through the use of elevated temperatures in the presence of a normal moisture content in paper. They are also studying degradation products that are created by aging. Evaluations are being made of both naturally and accelerated aged papers.

- Aging in the presence of light is being investigated by the USDA Forest Products Laboratory, under Dr. Rajai Atalla. They are exploring the degree to which the processes of natural aging can be simulated by photoreactors as a possible means to accelerate aging reliably. Natural daylight, fluorescent light, and halogen light sources also are being used to create a database on the effects of natural-light aging processes on the control papers.

These projects will clearly help to develop new accelerated-aging test methods. But there are also additional aging questions that have yet to be resolved:

- CCI is carrying out Arrhenius studies of the effects of temperature and humidity on paper in both single sheets and stacks. These studies began in April.

- Several federal government heritage departments are participating in the ASTM work by sharing research results of the Canadian Cooperative Research Project into the Effects of Lignin, and providing straregic direction.

If funding is available:

- The Finnish Pulp and Paper Research Institute will conduct a fundamental study of the effect of humidity on colour change in papers.

- The Mechanical Pulps Network, part of the Network for the Centres of Excellence in Canada, will undertake fundamental physics and chemistry research associated with paper aging and degradation in areas that are not currently understood.

ASTM is trying to raise funds among a variety of corporate and institutional organizations. We are hopeful that we can complete this research, which we believe will answer fundamental questions concerning paper deterioration and permanence.

The National Library of Canada (NLC) is involved in an additional permanent-paper effort, with the International Federation of Library Associations and Institutions (IFLA). IFLA is leading an initiative to promote the worldwide use of permanent paper. A draft resolution to UNESCO, asking that body to encourage its member states to promote the use of permanent paper in their respective territories and urging UNESCO to use permanent paper in its own publications, has been prepared.

Under the authority of the Canadian Commission for UNESCO, NLC convened a meeting in October 1996 in Ottawa to finalize the draft resolution, and this draft resolution was approved at the 11th Session of the Intergovernmental Council of the Programme for General Information of UNESCO in November 1996. The resolution will be submitted formally to the UNESCO General Conference late in 1997.

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The Commission on Preservation and Access

Newsletter

NUMBER 100 JUNE 1997

Preservation Field Services Cooperate with Outreach

Preservation field services located throughout the United States are responsible for providing a variety of resources to thousands of institutions and individuals. Each service produces educational materials and conducts training events geared to the needs of its region. When viewed as a whole, however, the combined offerings of these services can provide an even more powerful capacity to meet the nation's needs for preservation action.

To facilitate broader sharing of this knowledge and expertise, the Commission is sponsoring a one-year demonstration project. For the next 12 months, field services will test methods for sharing their information more widely. One such method is a "Regional Alliance for Preservation" newsbrief, which will be written and distributed cooperatively by the field services. Preservation administrators on the Commission's mailing list will find a copy of the first newsbrief (May 1997) included with this newsletter. Others wishing a copy may contact any of the field services listed below. A shared Website also is under development.

The participants are all funded by the National Endowment for the Humanities (NEH). They are:

The AMIGOS Preservation Service
AMIGOS Bibliographic Council, Inc.
Tom Clareson or Steve Smith
12200 Park Central Dr., Suite 500
Dallas, TX 75251-2104
(800) 843-8482 or (972) 851-8000
Fax: (972) 991-6061
E-mail: clareson@amigos.org or smith@amigos.org
Website: http://www.amigos.org

CCAHA
The Conservation Center for Art and Historic Artifacts
Virgilia Rawnsley, Director of Preservation Services
Susan W. DuBois, Preservation Services Representative
264 South 23rd Street
Philadelphia, PA 19103.
(215) 545-0613 • FAX (215) 735-9313
E-mail: CCAHA@shrsys.hslc.org
Website: http://www.ccaha.org

Cont. on p. 4, See RAP

76 University Administrators Urge Funding for NEH

In a joint letter sent May 14, 1997, to key members of the House and Senate, 76 university presidents and chancellors have expressed strong support for continued funding of the National Endowment for the Humanities (NEH). In its defense of NEH as a federal agency with broad impact on the civic life of the nation, the letter states, "[NEH] is taking the lead in preserving rare books and newspapers, and it finances the preparation of authoritative editions of the papers of Washington, Jefferson, and other presidents and leading Americans."

Noting that, apart from colleges and universities, the NEH is the largest sponsor of the humanities, the letter also affirms, "the federal government has an essential leadership role in supporting the humanities, and it is clear that neither states nor the private sector has the incentive to fill the broad role of NEH." The joint letter, developed through the Association of American Universities (AAU) and the National Association of State Universities and Land-Grant Colleges (NASULGC), was sent as the House and Senate Budget Committees were preparing to draft their respective FY'98 budget resolutions. Cornelius J. Pings, President of AAU, has been a member of the Commission board of directors since October 1993.

"The NEH's national programs, which support activities involving universities, are now operating at 40 percent of their fiscal year 1995 level. It is our hope that you will be able to find the resources to preserve, and begin to rebuild, the NEH."

— Adapted from May 14,1997, Press Release, AAU/NASULGC, Washington, DC

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European Meeting on Paper Preservation Upholds ECPA Mission

On March 20-22, 1997, a European Meeting on Paper Preservation was held in the National Library of the Netherlands (Koninklijke Bibliotheek, The Hague), organised by the Dutch Government. The meeting was attended by government officials, archivists, librarians, and scientists representing the European Union (EU)-member states, as well as by representatives from international organizations.

The participants emphasized the need to implement urgent preservation measures in order to guarantee optimal long-term access to the substantial paper collections in archives and libraries, which will continue to be of essential importance in the information society. Although they acknowledged that the primary responsibility for the preservation of their own national cultural heritage lies with the individual EU-member states, participants concluded that large-scale preservation requires broad cooperation in research, training and education, development of registers of preserved materials, and awareness-raising. The steps already taken with regard to international cooperation in the preservation of archival and library materials, such as the activities of IFLA's International Core Programme for Preservation and Conservation, the International Council on Archives, and the UNESCO Memory of the World Programme, were endorsed.

Participants stressed the need to intensify support for the European Commission on Preservation and Access (ECPA) in its mission to further collaboration between libraries, archives and allied organisations to ensure preservation of the European printed and written cultural heritage.

Likewise they called for wider participation from member states in the European Register of Microform Masters (EROMM), thereby enhancing its function to avoid duplication of efforts.

Participants asked the Council of European Ministers of Culture to ensure that existing and new initiatives, such as the proposed programme Raphael (DG-X), recognize the importance of long-term access to information. The Meeting recommended that the Council of European Ministers initiate action on the following priorities:

1. Establish, on the basis of the framework already provided by the ECPA, a permanent clearinghouse function, to be maintained for the dissemination of information and exchange of experience on research as well as national and international policies and practices in the field of preservation.

2. Initiate a concerted action of different parties from the private and public sector (publishers, manufacturers of paper and other media, preservation suppliers, archivists, librarians) in order to stimulate innovative and competitive solutions to ensure the permanence and accessibility of information preserved in archives and libraries.

3. Develop and implement a broad promotional campaign across Europe to enhance awareness of the risks threatening the memory of Europe and the need for action to guarantee optimal long-term access to the paper collections in archives and libraries in the information society.

— Adapted from ECPA Announcement

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LC Holds Second Annual Preservation Awareness Day

More than 500 librarians and members of the public visited the Library of Congress (LC) on April 15 for its second annual Preservation Awareness Day. The Commission expanded its participation this year by featuring its "New Technologies" display and showing the video *Slow Fires*. Alex Mathews, of the Commission staff, demonstrated the CPA Web site.

The daylong workshop, which was free and open to the public, was co-sponsored by LC's Center for the Book and the Preservation Directorate as part of National Library Week.

The Commission's exhibits and copies of *Slow Fires* are available for use by libraries, archives, and other institutions involved in preserving the cultural heritage. There is a nominal handling fee for non-sponsors.

For more information, contact Alex Mathews, E-mail: amathews@cpa.org.

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REGIONAL ALLIANCE for PRESERVATION

May 1997

Part of a one-year demonstration project to share preservation training resources

Demonstration to Heighten Awareness of Preservation Field Services

Preservation field services located throughout the United States are responsible for providing a variety of resources to thousands of institutions and individuals. Each service produces educational materials and conducts training events geared to the needs of its region. When viewed as a whole, the combined offerings of these centers provide an even more powerful capacity to meet the nation's needs for preservation action.

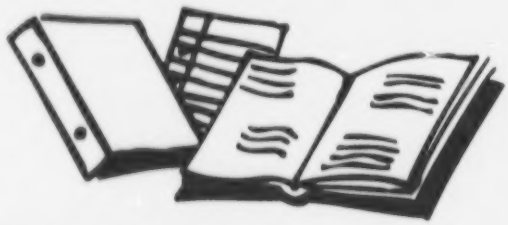
Directors of field services are eager to realize this capacity by more fully sharing their materials and knowledge. Yet, on a practical day-to-day level, the needs of the regions often must take precedence. To facilitate more cooperation, the Commission on Preservation and Access is sponsoring a one-year demonstration project. For the next 12 months, the participants will test two methods for sharing training materials: (1) a jointly-written and distributed printed newsbrief, of which this is the first issue; and (2) a shared Website.

The participants, all funded by the National Endowment for the Humanities, are: the Northeast Document Conservation Center (Andover, MA), the SOLINET Preservation Services (Atlanta),the Conservation Center for Art and Historic Artifacts (Philadelphia), and the AMIGOS Preservation Service (Dallas). For the duration of the demonstration, they have chosen to call their informal group the Regional Alliance for Preservation.

At the end of the project, the informal alliance will explore the feasibility of expanding these cooperative efforts. The Commission sees this as a particularly opportune time to assist such outreach activity, which contributes to our combined efforts to preserve the nation's cultural and historical heritage.

Training Events

- ***Have You Got the Blues? Architectural Records: Their Identification, Management, Storage, and Treatment.*** November 1997, Syracuse (NY) University Library. **Contact: CCAHA,** Susan W. DuBois.
- ***Instituting a Conservation Environment Monitoring Program.*** September 1997, The Franklin Institute, Philadelphia. **Contact: CCAHA,** Susan W. DuBois.
- ***Library Binding for Preservation.*** September 1997, at Library of Virginia, Richmond. **Contact: SOLINET,** Ginger Edmonson.
- ***Managing Preservation for Diverse Collections. A Comprehensive Series of Three Workshops.*** Designed for librarians and archivists, this series emphasizes practical solutions for "real world" situations and covers a variety of media. July 1997 at SOLINET, Atlanta; October 1997, at Historic New Orleans Collection; and March 1998 at Vanderbilt University, Nashville. Registration deadline June 17, 1997. **Contact: SOLINET,** Ginger Edmonson.
- ***Preservation of A/V Materials*** . Covers audio/visual materials, including videotapes, audiotapes, motion picture films and filmstrips, LPs, CDs, and CD-ROMs. **Contact: AMIGOS,** Steve Smith.
- ***Preservation of New Technology/New Technology for Preservation.*** Focuses on strategies for preserving digital materials and collections and for using digital technology as a tool to preserve access to paper- and film-based materials. **Contact: AMIGOS,** Steve Smith.
- ***Reformatting for Preservation in a Digital World: To Scan or To Film.*** September 1997, University of Oregon, Eugene; October 1997, University of California, Los Angeles. Limited to 15 participants. **Contact: NEDCC,** Gay Tracy.
- ***School for Scanning: Preservation and Access in a Digital World.*** November 1997, New York City. A large conference on digital scanning for preservation. **Contact: NEDCC,** Gay Tracy.



Training Materials

- ***After an Emergency: The Recovery of Photographic Collections,*** by Debbie Hess Norris. Technical Series No. 2. 1997, $3.50. **Contact: CCAHA.**
- ***Book repair, digital imaging, disaster preparedness,*** and other topics are covered in free leaflets and bibliographies. **Contact: SOLINET,** Alicia Riley-Walden.
- ***Can You Stand the Heat? A Fire Safety Primer for Libraries, Archives, and Museums,*** by Dr. Michael Trinkley. 1993, $10.00. **Contact: SOLINET,** Alicia Riley-Walden.
- ***Disaster Planning and Recovery.*** Various materials, including a Disaster Planning Template, bibliography, and a list of recovery services and resources. **Contact: AMIGOS**
- ***Managing a Mold Invasion: Guidelines for Disaster Response,*** by Lois Olcott Price. Technical Series No. 1. 1996, $3.50. **Contact: CCAHA.**
- ***Preservation of Library and Archival Materials: A Manual,*** Sherelyn Ogden, editor. A collection of NEDCC technical leaflets in a spiral-bound volume. Available from the American Association of Museums (AAM). **Contact: AAM,** (202) 289-9127.
- ***Preservation topics*** are covered in various free technical leaflets posted on the NEDCC Web site. **Contact: NEDCC.**

The AMIGOS Preservation Service

The AMIGOS Preservation Service (APS) is a non-profit, grant-funded service that provides preservation information, support, and training to librarians and archivists in the Southwestern U.S., primarily the states of Arizona, Arkansas, New Mexico, Oklahoma, and Texas.

Established in 1991 with a grant from the National Endowment for the Humanities, the APS began by documenting the preservation needs of libraries and archives in the Southwest. Today, the APS provides information, disaster planning and recovery assistance, training, and site survey consultations; develops state and local cooperative networks; and serves as an advocate for preservation regionally and nationally.

The APS staff can answer questions, send information, or put individuals in touch with appropriate resources. The APS maintains a lending library of videos and publications, as well as bibliographies, informational handouts, and articles distributed at no charge.

The APS is available to assist institutions with planning activities and recovery from damage caused by fire, natural disasters, mold and insect infestations, and vandalism. In the event of an emergency or its aftermath, the APS provides information, guidance, referrals to local resources, and on-site assistance as required. For institutional disaster planning activities, the APS offers an "Emergency Preparedness and Recovery" workshop. A basic disaster plan, bibliography, and other information are also available.

The APS also offers Site Survey Consultations and Preservation Consulting Services, including analysis of the building structure and environment, storage and exhibit areas, collection condition, and preservation management activities. A limited number of surveys are available each year.

The APS schedules workshops on a variety of preservation topics throughout the Southwest. These workshops can also be provided to particular organizations or regions upon request for a reasonable fee. The APS is a regular presenter at state library association conferences and library school programs throughout the region.

Three workshops added for 1997

In addition to the new workshops on preservation of A/V materials and new technology listed in "Training Events," AMIGOS offers "Advanced Book Repair Issues," developed as a follow-up to the "Basic Book and Paper Repair." This course covers more complex general collection repairs and activities, and options and resources for conservation treatment of special collection materials. The workshop provides demonstration and hands-on practice.

The APS continues to offer workshops on basic book and paper repair, disaster preparedness and recovery, environmental monitoring and control, outsourcing preservation activities, and an introductory workshop. The APS will also develop customized training for single institutions, library groups, and associations. =

The Conservation Center for Art and Historic Artifacts

The Conservation Center for Art and Historic Artifacts (CCAHA), established in 1977, is a nonprofit conservation laboratory serving cultural, educational, and research institutions, as well as private collectors and organizations, throughout the United States. Located in Philadelphia, CCAHA specializes in the treatment of art and historic artifacts on paper, including drawings, prints, maps, posters, historic wallpaper, architectural drawings, musical scores, photographs, rare books, scrapbooks, manuscripts, and related materials such as parchment and papyrus. CCAHA is one of the largest regional conservation centers in the United States.

CENTER

CCAHA's commitment to conservation treatment of the highest quality makes it a vital resource for museums, libraries, historical societies, archives, and private collectors. CCAHA's highly trained and experienced conservators, working with state-of-the-art equipment, handle treatment problems from the routine to the highly complex. The Center also offers museum-quality framing.

Preservation services

CCAHA offers overview and collection-specific surveys to assist institutions with short- and long-range preservation planning. Onsite visits by Center staff to examine individual objects, as well as environmental, storage and display conditions, enable institutions to prioritize their preservation needs. With support from the National Endowment for the Humanities, the Gladys Krieble Delmas Foundation, the Dolfinger-McMahon Foundation, and the Merit Gasoline Foundation, CCAHA is offering for three years (1995-1997) subsidized preservation overview surveys for non-profit organizations, including libraries, archives, museums, and historical organizations, that have paper-based collections of long-term value to the study and understanding of the humanities.

Workshops and seminars provide essential information and techniques for long-range preservation planning and stabilization of collections. CCAHA can also tailor educational programs for institutions and their members. "Viewing Your Collection Through a Conservator's Eyes" is offered in cooperation with the Mid-Atlantic Association of Museums, with funding from the Institute of Museum and Library Services.

Emergency assistance

Emergency assistance is available along with referrals for other disaster recovery services. CCAHA administers a disaster preparedness and response program, funded by The William Penn Foundation, for cultural institutions in the Philadelphia area. CCAHA acts as an information source; produces technical bulletins; conducts workshops; trains volunteers who can assist in the event of a disaster; maintains a crash cart of emergency supplies; and assists institutions in developing disaster preparedness and response plans. =

The Northeast Document Conservation Center

The Northeast Document Conservation Center (NEDCC) is the largest nonprofit, regional conservation center in the United States. Specializing in the preservation and conservation of paper-based materials, the Center has provided nearly 25 years of service to collections-holding institutions in the Northeast and beyond.

NEDCC's mission is threefold: to improve the preservation programs of libraries, archives, historical societies, and other cultural institutions; to provide the highest quality conservation and reformatting services to institutions that cannot afford in-house conservation facilities or to those institutions seeking specialized expertise; and to provide leadership within the preservation and conservation fields. To accomplish its mission, the Center maintains four distinct departments: Field Services, Paper Conservation, Book Conservation, and Reprographic Services.

The Field Services Office (FSO), established in 1980, is the educational and consulting arm of NEDCC. Practical, authoritative preservation information is provided through its manual, *Preservation of Library and Archival Materials*. Nearly 5,500 copies of this publication have been distributed to date, and the American Association of Museums recently agreed to reprint and distribute the manual. The FSO also provides outreach services, including: preservation planning surveys, educational programming, preservation reference assistance, and 24-hour disaster assistance. Since its inception, the FSO has performed more than 400 surveys, presented more than 500 educational programs, responded to nearly 800 disaster calls, and answered more than 25,000 technical inquiries. These services are not self-supporting; the FSO is supported by the National Endowment for the Humanities (NEH), while specific educational programs are funded by NEH and other granting agencies.

The Paper Conservation Department is staffed by nine professional conservators and provides treatment for fine art on paper, photographs, oversized materials, and other flat paper objects.

The Book Conservation Department, staffed by six professional conservators with expertise in bookbinding, treats bound materials. The staff has experience rebinding in a variety of materials, including leather, cloth, paper, and vellum.

The Reprographic Services Department specializes in preservation microfilming and duplication of photographic prints and negatives.

Ann Russell, executive director of NEDCC, currently serves as chair of the Association of Regional Conservation Centers. NEDCC can make referrals to regional conservation centers across the nation. ≈

The Southeastern Library Network Preservation Services

The Southeastern Library Network, Inc. (SOLINET) is a not-for-profit library cooperative providing resource-sharing for the educational, cultural, and economic advancement of the southeastern United States and the Caribbean.

SOLINET's Preservation Services fulfills its mission through the Microfilm Service Program and the Field Services Program. The Microfilm Service, established in 1990 with support from the National Endowment for the Humanities, provides for the preservation of the intellectual content of works of enduring value. By June 30, 1997, the intellectual content of more than 66,000 endangered brittle volumes from southeastern collections will have been preserved on microfilm with NEH support.

Field Services, established in 1984 with an education and outreach grant from the National Endowment for the Humanities, emphasizes preservation as a program of information resource management for entire repositories, whatever the collection profile. It also promotes the care of specific collections in those repositories.

Over the past ten years, SOLINET has conducted 151 workshops for 4,000 attendees and held 90 outreach presentations with more than 3,000 people in attendance. The field services developed a week-long preservation management seminar for part-time preservation coordinators in college libraries, with support from the Commission on Preservation and Access. It has been offered three times. In the coming year, an expanded version of this workshop will be offered at sites throughout the Southeast.

SOLINET also participated in national preservation education projects with the Society of American Archivists, the American Library Association, and the National Institute for the Conservation of Cultural Property.

SOLINET produces publications of regional, national, and international usefulness. Field Services staff support an information and referral service focused regionally but available to all. Recent use patterns reveal that 30% of the requests come from outside the Southeast.

Preservation staff consult with individual southeastern institutions, states, and other cooperative preservation programs. Consultations have included statewide preservation initiatives in South Carolina, North Carolina, Florida, Massachusetts, Nebraska; planning assistance in Alabama, Mississippi, Virginia, Arizona, Iowa, Kansas, and other regional preservation services, including AMIGOS and the Federal Library and Information Center (FLIC).

The Preservation Website debuted in June 1996 and averages 2,500 hits per month. Approximately half of the hits are for the 14 full-text leaflets that are available.

In Spring 1996, SOLINET introduced two new components to its educational programs. The Workshop Follow-up provides ongoing information and support to participants as they work to effect changes in preservation practices and procedures. The Basic Curriculum consists of five workshops that constitute an introduction to the primary and most common aspects of library preservation. ≈

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Additional Information and Training Sources

Among other national organizations that provide information on preservation and conservation are the following:

- **The American Institute for Conservation of Historical and Artistic Works (AIC)**

  AIC operates the Conservation Services Referral System — a roster drawn from the AIC membership that helps museums, libraries, and other cultural institutions and private individuals locate and select appropriate conservation services.

  Contact: American Institute for Conservation
  1717 K Street, NW, Suite 301, Washington, DC 20006
  Phone (202) 342-9545

- **The National Institute for the Conservation of Cultural Property (NIC)**

  NIC serves as a national forum for conservation and preservation activities in the U.S. Its National Task Force on Emergency Response provides training and information for cultural institutions and the public to safeguard America's cultural heritage from the damaging effects of natural disaster and other emergencies. The Task Force Website is http://www.nic.org:80/Emergency/Emergency.html

  Contact: National Institute for the Conservation of Cultural Property
  3299 K Street, NW, Suite 602, Washington, DC 20007
  Phone (202) 625-1495

- **The Museum Management Program of the National Park Service (NPS)**

  The NPS Museum Management Program writes and publishes manuals, technical leaflets, and guides that support the management of museum, archival, and manuscript collections. Some publications are available from the Government Printing Office, including *The Museum Handbook Part I*, which focuses on preventive conservation for museum objects, and *The Conserve-O-Gram*, a technical leaflet series that documents the storing, handling, and exhibiting of objects and provides ongoing information on preventive conservation and housekeeping. Samples are described on the National Park Service Website: http://www.nps.gov. For technical references on preserving, protecting, and using museum objects, specimens, and archival and manuscript collections, see the "Museum Management Bibliography."

  Contact: Diane Vogt-O'Connor, Museum Management Program
  8000 N. Capitol, Suite 230 Washington DC 20002
  Phone (202) 343-1011, Fax (202) 343-1767

Field Services Contacts

The AMIGOS Preservation Service
AMIGOS Bibliographic Council, Inc.
Tom Clareson or Steve Smith
12200 Park Central Dr., Suite 500
Dallas, TX 75251-2104
(800) 843-8482 or (972) 851-8000 • Fax: (972) 991-6061
E-mail: clareson@amigos.org or smith@amigos.org
Website: http://www.amigos.org

CCAHA
The Conservation Center for Art and Historic Artifacts
Virgilia Rawnsley, Director of Preservation Services
Susan W. DuBois, Preservation Services Representative
264 South 23rd Street
Philadelphia, PA 19103.
(215) 545-0613 • FAX (215) 735-9313
E-mail: CCAHA@shrsys.hslc.org
Website: http://www.ccaha.org

NEDCC
The Northeast Document Conservation Center
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(508) 470-1010 • Fax (508) 475-6021
E-mail: dalton@nedcc.org or kebrown@nedcc.org
Website: http://www.nedcc.org

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christine_wiseman@solinet.net • sharla_richards@solinet.net
Website: http://www.solinet.net/presvtn/preshome.htm

This newsbrief, the first of several planned as part of a one-year demonstration project, is written and distributed cooperatively by the preservation field services described in its pages. For additional copies, contact any of the field services. Support comes from the Commission on Preservation and Access.

The Commission on Preservation and Access, 1400 16th Street, NW, Suite 740, Washington, DC 20036-2217. Program Officer: Maxine K. Sitts. E-mail: mksitts@cpa.org

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Preservation Graphics Still Available

Several years ago, the American Library Association (ALA) developed a tip kit and associated graphics to promote preservation awareness. Although these items are no longer in the ALA catalog, the bookmarks, posters and pamphlet are still available.

A "Going, Going, Gone" pamphlet, which describes the problem of disintegrating paper and books and suggests ways individuals can help solve the problem, is available in groups of 100/$24.00. Order number: 0X00000558. The Commission supported a printing of this pamphlet.

Bookmarks are available in bundles of 200/$7.00. Order number: 0X00000557.

Posters, or banners, measuring 11" x 34", are available in three styles, each featuring a different book title. All banners are $4.00 each.

- "Handful of Dust" order number: 0X00000554.
- "Gone with the Wind" order number: 0X00000555.
- "Invisible Man" order number: 0X0000056.

All can be ordered directly from ALA Customer Service at 800-545-2433 (press 7) or call Janet Darata at 800-545-2433 x1537, particularly for bulk orders. There is a minimum order of $30.

Historical Collections Slated for Digital Access

Ten libraries from across the United States have been given awards totaling $600,000 through a partnership between the Library of Congress and Ameritech to digitize historically significant American collections and make them available for the first time via the Internet from the Library's American Memory site. The library collections include:

- **Brown University,** Providence, RI. Consists of 1,500 pieces of African-American sheet music from 1870 to 1920.
- **Denver Public Library,** Denver. The History of the American West, 1860-1920 materials include 7,500 photos documenting the lives of the Plains, Mountain and Southwestern tribes of Native Americans and the mining booms in Colorado.
- **Duke University,** Durham, NC. Consists of 3,000 pieces of historic American sheet music from the period 1850-1920.
- **Harvard University,** Cambridge, Mass., for American Landscape and Architectural Design, 1850-1920. These materials consist of 2,500 lantern slide images assembled to support teaching and student presentations in the field of architecture, landscape architecture and urban planning.
- **New York Public Library,** New York City, for Small Town America: Stereoscopic Views from the Dennis Collection,1850-1910. Includes 11,552 stereoscopic views representing the tri-state area of New York, New Jersey and Connecticut.
- **North Dakota State University,** Fargo, for The Northern Great Plains, 1880-1920. Includes more than 900 images documenting the settlement and agricultural development of the Northern Great Plains.
- **Ohio Historical Society,** Columbus, for The African-American Experience in Ohio, 1850-1920. These 22,000 pages of text and images focus on slavery and emancipation, religion, public opinion, and political action.
- **University of Chicago,** Chicago, for American Environmental Photographs, 1897-1931. Includes 5,800 photographic images documenting natural environments, ecologies, and plant communities in their original state throughout the United States.
- **University of North Carolina,** Chapel Hill, for First-Person Narratives of the American South, 1860-1920. This compilation of 100 printed texts documents the culture of the 19th century American South from the viewpoint of Southerners and includes diaries,autobiographies, memoirs, travel accounts and ex-slave narratives.
- **University of Texas, Austin,** for The South Texas Border, 1900-1920. Materials consist of 8,241 photographs of northeastern Mexico and the South Texas border area, including images of the diverse ethnic groups living in the area, military preparation for the Mexican Revolution and World War I, and the natural and built environment.

Additional information on the Library of Congress/Ameritech National Digital Library Competition is available at: the Library's Web site URL:http://www.loc.gov/, the Library of Congress/Ameritech National Digital Library Competition Web site URL:http://lcweb2.loc.gov/ammem/award/, and the Ameritech Web site URL:http://www.ameritech.com.

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RAP, *Cont. from p. 1*

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Website: http://www.nedcc.org

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Fax: (404) 892-7879
E-mail: julie_arnott@solinet.net
christine_wiseman@solinet.net
sharla_richards@solinet.net
Website:
http://www.solinet.net/presvtn/preshome.htm

To help plan the project, the Commission organized a meeting of field service officers, a preservation consultant, and a representative of the NEH Division of Preservation and Access in February 1997. The group agreed that developing more coordinated communication would enable the service providers to:

- share training materials and educational programs more fully,
- eliminate redundant training and publishing activities,
- take advantage of subject strengths of individual centers,
- develop a supportive infrastructure in the face of reduced NEH funding,
- coordinate fund-raising efforts, and
- provide a larger array of high-quality services and materials to their clients.

Toward the end of the project, the informal Regional Alliance for Preservation will explore the feasibility of continuing and expanding their cooperative efforts. The goal is to develop productive working arrangements among the services so that the newsletter and Web communications can continue beyond the demonstration period.

In addition, if the demonstration is successful, the original participants may wish to invite others to join the effort. The Commission sees this as a particularly opportune time to assist such outreach activity, which contributes to our combined efforts to preserve important components of our nation's cultural heritage.

The Commission distributes this newsletter to selected organizations and individuals around the world. Distribution is limited to sponsors and key constituencies working to provide enduring and equitable access to the historical and cultural heritage. For information on becoming a sponsor, contact the Commission headquarters.

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Preservation and Access

Newsletter

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New Commission Report

SGML as a Framework for Digital Preservation and Access

A new report from the Commission on Preservation and Access explores the suitability of Standard Generalized Markup Language (SGML) for developing and providing access to digital libraries, with special emphasis on preservation issues.

SGML as a Framework for Digital Preservation and Access, by James Coleman and Don Willis, offers a staged technical tutorial on the features and uses of SGML. The 47-page report, published in July 1997, is the first to be issued by the Commission in its new capacity as a program of the Council on Library and Information Resources.

SGML is an international standard (ISO 8879) designed to promote text interchange. It is used to define markup languages, which can then encode the logical structure and content of any so-defined document.

The connection between SGML and the traditional concerns of preservation and access may not be immediately apparent, the authors note, but the use of descriptive markup tools such as SGML is crucial to the quality and long-term accessibility of digitized materials.

According to Mary Fletcher Laplante, former Executive Director of SGML Open, the international consor-

Cont. on p. 2, ***See SGML***

The University of Maryland is New Commission Sponsor

The University of Maryland at College Park has become a sponsor of the Commission on Preservation and Access. The University Libraries at Maryland join over 100 other college and university libraries and academic institutions that provide ongoing support for Commssion activities and projects. Information on becoming a sponsor is available from the Commission.

Into the Future Film/Video Now Available

Into the Future, On the Preservation of Knowledge in the Electronic Age, a film by Terry Sanders, is now available in one-hour and half-hour VHS versions from the American Film Foundation. ***Into the Future*** is about the hidden crisis of the digital information age. A sequel to the award-winning ***Slow Fires: On the Preservation of the Human Record***, the film was produced in association with the Commission on Preservation and Access and the American Council of Learned Societies.

Narrated by Robert MacNeil, the new film asks whether digitally stored information and knowledge will survive into the future.

Will our descendants twenty, fifty, one hundred years from now have access to the electronically recorded history of our time?

- Can we even now read magnetic tapes from early Voyager probes into outer space?
- What about reel-to-reel, CD-ROMs, and Windows 2.2?

Cont. on p. 3, ***See Film***

The Commission on Preservation and Access is a program of the Council on Library and Information Resources.

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SGML, *Cont. from p. 1*

tium of vendors and users in the SGML community:

In the eleven years since its adoption as an international standard, SGML has moved far beyond traditional publishing applications. In their report, Coleman and Willis propose another innovative use of formalized structured markup that illustrates the value of SGML as an information management tool. Their paper makes a solid and objective case for applying SGML to the tasks of building, managing, and providing access to digital libraries.

After discussing preconditions for digital preservation and access and describing digital formats (text, image, compound document, and presentation), the report covers:

- SGML and related standards, including HTML and XML;
- SGML Document Type Definitions (DTDs), including the Text Encoding Initiative, Encoded Archival Description, and Consortium for the Computer Interchange of Museum Information;
- Extending the Use of SGML and its DTDs, including discussions of a USMARC DTD, the Dublin Core, the Warwick Framework.

The authors then describe a tiered metadata model that could incorporate SGML along with other standards to facilitate the discovery and retrieval of digital documents. The authors conclude that SGML meets current preservation and access requirements for digital libraries and suggest that the SGML framework be seriously considered when planning digital library projects.

Endnotes and a bibliography provide further resources. Appendices include a discussion of practical concerns related to the uses of SGML in conversion and authoring projects, descriptions of markup formats, descriptions and tables of SGML tools (data conversion, database and document management, browsers, publishing, and editing), and a vendor's look at cost metrics.

This report is one in a series intended to contribute to a collective understanding of how preservation and access needs can be addressed within an evolving technological environment.

SGML as a Framework for Digital Preservation and Access is available for $20.00 from the Commission on Preservation and Access, 1400 16th Street, NW, Suite 740, Washington, DC 20036-2117. Orders must be prepaid, with checks in U.S. funds made payable to "The Commission on Preservation and Access."

About the authors:

James Coleman is the Head of Academic Computing for the Humanities at Stanford University and runs an SGML-based electronic text center there. He has been involved in developing information retrieval and access systems for research and scholarly use at Stanford University and the Research Libraries Group, Inc. for more than 10 years.

Don Willis is a senior partner and one of the founders of Connectex. He has developed information systems for The Library of Congress, Bell & Howell, and Sony. Willis, formerly Vice President, Electronic Product Development, University Microfilm International, is the author of the CPA report *A Hybrid Systems Approach to Preservation of Printed Materials* (November 1992), one of a series of technical reports from the Commission's Technology Assessment Advisory Committee.

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Commission WWW Site:
http://www-cpa.stanford.edu/cpa.html

The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars, and faculty; preservation specialists and managers; and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

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James M. Morris – Vice President
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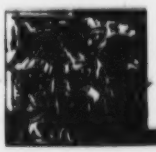

What's New on the Web

Electronic Records Research and Development, Final Report of the 1996 Conference held at the University of Michigan, Ann Arbor, June 28-29, 1996, is available online at http://www.si.umich.edu/e-recs/.

Seventy-two people met to assess research on electronic-records issues and its implications for the development of archival and records-management programs, graduate and continuing education in the information professions, and future research. Participants included archivists, records managers, educators, information-management specialists, and representatives of funding agencies. Among the findings: electronic-records management and preservation issues are handled most effectively if they are considered while planning for and designing new systems and applications.

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Film, *Cont. from p. 1*

Into the Future features such prominent figures of the information age as Peter Norton and Tim Berners-Lee. Funding was provided by the Alfred P. Sloan Foundation, the National Endowment for the Humanities, and the Xerox Corporation. The film is copyrighted by the Commission on Preservation and Access, and a production of the American Film Foundation and Sanders & Mock Productions.

Ordering Information: The film may be ordered in one-hour and half-hour versions by sending a check or purchase order for the total amount to:

American Film Foundation
PO Box 2000
Santa Monica, CA 90406

For further information, contact the American Film Foundation:
Phone (213)459-2116; Fax (213)394-1260

Prices
One-Hour VHS
$59.50 plus shipping and handling
Half-Hour VHS
$39.50 plus shipping and handling

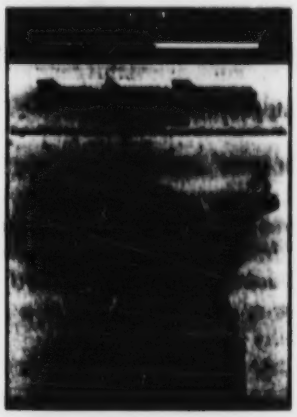
Regional Alliance for Preservation Announces New Participant, Web Site

The Regional Alliance for Preservation, a one-year demonstration project to heighten awareness of preservation field services, has gained a new participant — The Upper Midwest Conservation Association (UMCA), Minneapolis, MN. UMCA joins four other field services funded by the National Endowment for the Humanities: the AMIGOS Preservation Service, Dallas, TX; the Conservation Center for Art and Historic Artifacts, Philadelphia, PA; the Northeast Document Conservation Center, Andover MA; and the Southeastern Library Network Preservation Services, Atlanta, GA.

With Commission support, the Alliance is testing two methods for sharing training materials during the project — a jointly-written and distributed printed newsbrief and a shared Web site. The Commission sees this as a particularly opportune time to assist such outreach activities, as a way to expand efforts to preserve the nation's cultural heritage.

The Alliance also announces its Web site URL:

http://www-cpa.stanford.edu/cpa/misc/rap



Visitors to the new site will find descriptions of the field services, as well as lists of training events and materials. The site, which is updated frequently, provides Web and e-mail links to each of the Alliance participants and includes links to other information sources as well.

New York State Films One-Millionth Page

The New York State Newspaper Project in the New York State Library, State Education Department, has celebrated the microfilming of its one millionth page. It began preservation filming of newspapers in 1991.

To date, the New York State Newspaper Project has inventoried 14,087 newspaper titles in 1,556 collections, and microfilmed over one million pages from 358 titles. It is funded by a grant from the National Endowment for the Humanities. The Project is a member of the U.S. Newspaper Program, a national effort sponsored jointly by NEH and the Library of Congress since 1983.

— Adapted from an announcement from the New York State Library

NEH Funds Chinese Microfilm Cataloging

Scholars worldwide will have new access to a collection of Chinese-language books published during the 1930s and 1940s and now available on microfilm, thanks to a recent grant from the National Endowment for the Humanities. The collection, consisting of about 4,200 monograph titles printed in China just prior to and during the Sino-Japanese War, covers selected titles in economics, literature, history, military history, philosophy, and law.

The grant supports the cataloging of the microfilm, which was produced in Shanghai at Fudan University under a joint project with the American Council of Learned Societies, administered by the Commission on Preservation and Access. Cataloged records will be available on the major online utilities beginning this fall.

Fudan has provided the U.S. a duplicating master and service copy of each film produced. The service copy will be available for loan by the Center for Research Libraries in Chicago, which is also keeping the duplicating master in archival storage.

Previous grants from NEH and the Henry Luce Foundation supported the actual filming, which began at Fudan in 1995 under the direction of Diane Perushek, assistant university librarian for collection management at Northwestern University.

For more information on the project, contact Kathlin Smith at the Commission, 202-939-3372, e-mail: ksmith@clir.org.

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NHA Reports on Endowment Funding

The National Humanities Alliance (NHA) is tracking progress of Congressional funding for the National Endowment for the Humanities, whose Division of Preservation and Access provides funds for preservation microfilming and for research and development projects in the use of digital technologies. On July 16, 1997, NHA gave the following update on fiscal year 1998 appropriations:

CHABOT AMENDMENT VOTE - Last night, the amendment to eliminate the National Endowment for the Humanities offered by Steve Chabot (R-OH), was vigorously rejected by the House of Representatives in a 96 yea, 328 nay vote.

FY-98 INTERIOR APPROPRIATION (H.R. 2107) PASSES - Although earlier in the day, there were indications that vote counts on the Interior bill were so close that the leadership might delay the vote, not long after the Chabot vote the entire interior bill was approved 238 yea to 192 nay. This means that the House will go into conference with the Senate on the FY-98 appropriation with no funding for the National Endowment for the Arts and level funding ($110 million) for NEH.

Earlier a letter to committee members from the administration was particularly interesting in the emphasis placed on the Endowments, which are the first agencies discussed. The letter states:

The Administration urges the Committee to approve funding for the NEA at the level proposed in the President's budget and to remain committed to the continuation of the agency.

In addition, we are concerned about the funding level proposed for the National Endowment for the Humanities (NEH) which is $26 million below the President's request.

The Council on Library and Information Resources is a member of NHA.

Notify the Commission if you do not wish to receive this newsletter or if there is an error in your address. Please provide a copy of the mailing label with your request. The Commission relies on readers' help to control mailing costs.

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ISSN 1045-1919

The Commission on Preservation and Access

Newsletter

NUMBER 102 SEPTEMBER 1997

Council on Library and Information Resources (CLIR) Formed by Merger

The Council on Library Resources and the Commission on Preservation and Access have merged to form the Council on Library and Information Resources (CLIR).

CLIR will work to identify the critical issues that affect the welfare of libraries and archives and the constituencies they serve, and it will encourage collaboration among institutions to achieve and manage change, particularly technological change. The interests of CLIR embrace the full range of information resources and services, from traditional library and archival materials to emerging digital formats, and the entire network of agencies that gather, catalog, store, preserve, and distribute information and that help users gain access to it.

The Commission on Preservation and Access will continue as one of four major initial programs of CLIR, along with programs for Digital Libraries, the Economics of Information, and Leadership.

In mid-September, CLIR will move to new quarters in Washington, D.C. New address, phone, World Wide Web, and e-mail contact (effective September 15, 1997) for the office are:

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Suite 500
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Fax: (202)939-4765
WWW: http://clir.stanford.edu
E-mail: info@clir.org

New Program Officer for Preservation and Access

Abby Smith has joined the Council on Library and Information Resources staff as the Preservation and Access Program Officer, effective September 15. Ms. Smith comes from the Library of Congress, where she began in 1988 as Special Assistant for Special Projects and Program Development. Since 1992, she has served as the Assistant to the Associate Librarian of Congress. Most recently, Ms. Smith was project manager of "The Treasures of the Library of Congress," a permanent exhibition of Library items assembled to mark the reopening of the Jefferson Building.

As the Preservation and Access Program Officer, Ms. Smith will be responsible for developing projects, activities, and publications of the Commission on Preservation and Access. In the next several weeks, she will meet with the sponsors, work groups, and committees that have been part of the Commission's constituency to establish plans and priorities.

While at the Library of Congress, Ms. Smith worked closely with curators and subject specialists to formulate preservation strategies for the special collections. She also chaired the Library-wide group that developed and implemented the Library's risk-assessment program, served on the Library's Publishing Board, and managed the Moscow Office, which is responsible for acquisitions, preservation, and reference work for the newly independent states of the former Soviet Union. Ms. Smith also serves on the executive board of the Slavic and East European Microform Project, a national consortium of libraries dedicated to microfilming rare Slavic materials around the globe.

Before going to the Library of Congress, Ms. Smith taught at the Johns Hopkins University, held a teaching fellowship at Harvard University, and worked as a consultant

Cont. on p. 2, See ***New Officer***

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New Officer, *Cont from p. 1*

to publishing firms and rare book collectors. Ms. Smith holds the Ph.D., M.A., and B.A. in Russian History, all from Harvard University.

Maxine Sitts, who served as the Commission's Program Officer since 1989, is continuing her communications and publications activities as a consultant and contractor, focusing on libraries and non-profit organizations.

Abby Smith can be contacted after September 15 as follows: Voice (202)939-4758; Fax (202)939-4765; E-mail asmith@clir.org.

The Commission's agenda has been strengthened by Maxine's Communications Program. She exemplifies "human networking." We wish her every success in her new role.

— Deanna B. Marcum, President, CLIR

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The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars and faculty, preservation specialists and managers, and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

Publications Order Fulfillment
Alex Mathews, amathews@clir.org

CLIR President Affirms Importance of Commission

In a letter to sponsors of the Commission, CLIR President Deanna B. Marcum has affirmed the value of preservation and access activities and of continuing the Commission's strong relationship with its sponsors. The letter, reprinted in part below, is being sent to institutions and organizations that have sponsored the Commission. Others interested in becoming sponsors can contact Pamela Davis Northcutt, Executive Assistant, at (202)939-4755, or e-mail, pdnorth@clir.org.

Dear Sponsor:

In 1995 you generously agreed to sponsor the Commission on Preservation and Access for three years, and I am writing to tell you briefly what we have accomplished over the past two years thanks to your generosity and to request your support for the third year of sponsorship.

Let me assure you that the Commission on Preservation and Access is a visible and, indeed, centrally important program within the new organization. There has been no interruption in the Commission's activities, and your sponsorship fee will support its activities no less directly than in the past.

We will maintain a vigorous publications program and continue to convene working groups of individuals best placed to define and to realize aspects of the preservation agenda. We will provide testimony to the Congress when preservation funding is under consideration, as we did this past spring, and encourage preservation efforts internationally, so that materials produced elsewhere but essential to the research and teaching of American scholars will be available for their use. We are committed to keeping preservation-and-access needs high on the list of priorities for institutions of higher education, funding agencies, and the Federal Government.

I sometimes wish that we could provide our sponsors with additional immediate and tangible evidence of our gratitude to them. The publications and reports we send are one way of saying thanks, and I hope that upcoming reports — on such topics as the management of visual materials in digital formats, digital archiving, and preservation priorities in the digital environment — will be of wide interest. Inviting sponsors to be part of our working groups on various topics provides another opportunity for us to show our appreciation, even as we benefit from the expertise of those whom we invite.

But perhaps the best way we can say thanks is to keep the Commission focused on its original—and still urgent—mission. To advance the many issues encompassed beneath the preservation-and-access rubric — to keep the agenda both inclusive and practicable, and to capture the attention of the individuals and the institutions whose participation is essential to realizing the agenda — is, I believe, the most valuable work we do, even if its rewards are long-term and not always immediately quantifiable.

Sincerely,

Deanna B. Marcum
President

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Regional Alliance for Preservation Meets Disaster Head-On

The Regional Alliance for Preservation, a one-year demonstration project to heighten awareness of preservation field services around the country, focuses on "Defense Against Disaster" in its second cooperative newsbrief. The six-page newsbrief provides short eyewitness accounts from each of the five Alliance participants. The articles describe how staffs have coped with floods, tornados, mold, and hurricanes. The September issue also includes a selective listing of World Wide Web resources to assist institutions with the development of disaster plans.

The introductory article provides the following overview:

Defense Against Disaster

by Christine Wiseman and Tom Clareson

Our nation's historical collections are threatened by a wide range of emergencies and disasters. Disasters come in many forms, from natural disasters (earthquakes, hurricanes, floods, and tornados) to emergencies resulting from deferred maintenance, accident, and negligence (burst pipes, fire, mold). The most recent predictions from the National Weather Service and insurance industry strongly indicate an increase in the numbers of natural disasters.

Libraries, museums, and archives have the responsibility of protecting their staff and patrons from harm during a disaster, as well as protecting the collections they hold in the public trust. No amount of preparedness can completely eliminate the chance of a disaster striking your institution. However, you can significantly minimize the amount of damage. Developing an institutional emergency preparedness and response plan is a crucial step in reducing potential losses.

Developing a disaster plan can be a daunting task that requires staff training, coordination, and planning to be effective. Regional preservation field services can assist institutions in disaster planning and recovery. One- and two-day workshops offered throughout the country introduce participants to issues of preparedness and recovery. In addition, regional programs offer publications and free leaflets, including fill-in-the-blank plans, bibliographies, checklists, building survey forms, and recovery guides.

In the event of a disaster or an emergency, regional field services are available for phone consultation to assist in recovery operations and referral to a recovery company or conservator. For more information, contact your local regional field service program. Information on preservation services in your area can be found at the RAP Website:

http://clir.stanford.edu/rap/

Copies of the newsbrief are available from the five participants in the Alliance: The AMIGOS Preservation Service, Dallas, TX; The Conservation Center for Art and Historic Artifacts, Philadelphia, PA.; The Northeast Document Conservation Center, Andover, MA; The Southeastern Library Network Preservation Services, Atlanta, GA; and The Upper Midwest Conservation Association, Minneapolis, MN. With Commission support, the Alliance is testing two methods for sharing training materials — a jointly written and distributed printed newsbrief and a shared Web site.

The new URL for the World Wide Web page of the Regional Alliance for Preservation is http://clir.stanford.edu/rap/

Bibliographers Take Note: ISBN for New Commission Report

The ISBN for the newest Commission report, *SGML as a Framework for Digital Preservation and Access*, is ISBN 1-887334-54-8. The number found in the report is not correct; we appreciate your assistance in correcting this error. The new report explores the suitability of Standard Generalized Markup Language for developing and providing access to digital libraries, with special emphasis on preservation issues. For more information, see the July/August 1997 newsletter.

Last week a Policy Studies Report confirmed what I long suspected. Beside every terminal lurks a furtive reader. The popularity of books has risen steadily over the first decade of the "information revolution," a revolution that was predicted to herald their demise....

The book is the seminal invention of modern civilisation. The history of communication since Gutenberg and Caxton testifies to its appeal. What arrived on the cultural landscape back in the 15th century has remained unchallenged, certainly by anything that electronics can offer....

If we want to splash public money on culture, splash it on books.

— Excerpts from "No plug, no wires, no rivals," by Simon Jenkins, in *The London Times*, January 4, 1997

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NDLF Becomes CLIR Project

The Council on Library and Information Resources (CLIR) has announced that the National Digital Library Federation (NDLF) will become one of its projects. This decision formalizes the existing relationship between the two enterprises. Participants feel that NDLF's agenda, focused on the infrastructure needed to establish a distributed digital library, can best be accomplished by enlisting the assistance of a wide variety of organizations and institutions.

The NDLF has identified three primary topics for its agenda: (1) the discovery and retrieval of digital information; (2) intellectual property issues and economic models for the provision of digital information; and (3) the archiving of digital information. Several projects are now underway to address these strategically important areas that will continue to be the focus of NDLF activity.

Following the model of the Commission on Preservation and Access, CLIR will welcome new library sponsors of the National Digital Library Federation. The terms for participation by organizations and institutions other than libraries will be worked out over the next several months.

Additional information about the work of NDLF can be found at the Web site: http://lcweb.loc.gov/loc/ndlf/. Libraries wishing to receive information about sponsorship should contact Deanna Marcum, President, Council on Library and Information Resources, at (202) 939-4750 (after September 15, 1997) or by e-mail (info@clir.org).

NEH in the Digital Age

NEH in the Digital Age, a new report from the National Endowment for the Humanities, explains how NEH is using technology to further its mission. In his May 1997 letter to Congress and the nation, retiring NEH Chairman Sheldon Hackney notes, "The humanities help strengthen and sustain the cultural and civic character of the nation; the wealth of knowledge they embrace must be made more accessible. New digital technologies offer exciting new opportunities to do just that." The report explores many of the thoughts, themes, questions, and concerns raised during the NEH thirtieth anniversary symposium on the humanistic implications of the technological revolution. For more information, contact NEH Office of Publications and Public Affairs, (202)606-8400, e-mail: info@neh.fed.us.

Phone Number for *Into the Future* Film/Video

Apologies for an outdated Area Code that crept into the phone number for ordering the new film *Into the Future: On the Preservation of Knowledge in the Electronic Age*. The correct number is (310)459-2116. The correct fax number is (310)394-1260. The American Film Foundation, PO Box 2000, Santa Monica, CA 90406, is making one-hour and half-hour versions of the video available. The film explores whether digitally stored information and knowledge will survive into the future.

Prices
One-Hour VHS
$59.50 plus $10.00 shipping and handling
Half-Hour VHS
$39.50 plus $10.00 shipping and handling

The Commission distributes this newsletter to selected organizations and individuals around the world. Distribution is limited to sponsors and key constituencies working to provide enduring and equitable access to the historical and cultural heritage. For information about becoming a sponsor, contact the Council on Library and Information Resources.

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The Commission on Preservation and Access

Preserving Access to the Accumulated Human Record As Far Into the Future As Possible

Newsletter

NUMBER 103 OCTOBER 1997

Donald Waters to Head Digital Library Federation

Donald Waters has joined the staff of the Council on Library and Information Resources (CLIR) as the Director of the Digital Library Federation (formerly the National Digital Library Federation). Mr. Waters comes from the Yale University Library, where he was the Associate University Librarian, responsible for the Systems Office, Preservation, Central Acquisitions and Cataloging, Government Documents, and the Social Science and Science Libraries. He also served as the senior financial administrator, with supervisory responsibility for the Business Office and the Library's operating budget.

In announcing the appointment, Deanna Marcum, president of CLIR, commented, "Don Waters is eminently qualified to lead this important national project. He has been a strong and influential force in the NDLF from its earliest days. As we were searching for the ideal director, we wanted to find someone who has an in-depth understanding of digital technology, but also understands the full range of managerial issues that libraries now face. We have found that ideal person in Don Waters."

Mr. Waters holds Ph.D. and M.Phil. degrees in Anthropology from Yale University, and a Bachelor of Arts degree in American Studies from the University of Maryland, College Park. He was at Yale for 15 years, initially in the Yale Computer Center and then in the Yale School of Management, where he served as Director of Computer Services. He moved to the Library in 1987 to become the Head of the Systems Office, and was named Director of Library and Administrative Services in 1992. He is the author of dozens of professional articles and presentations on digital libraries, digital preservation, electronic scholarly communication, and networking, and co-author with John Garrett of the widely cited report *Preserving Digital Information. Report of the Task Force on Archiving of Digital Information*, which was published by the Commission on Preservation and Access in May 1996 and recently honored by the Society of American Archivists with its 1997 Preservation Publication Award.

In June 1997, the National Digital Library Federation officially became a project of CLIR and part of its broad program on digital libraries. There are currently 17 libraries and archives participating in the Federation, which has identified three primary topics for its agenda and launched projects that begin to address them: (1) the discovery and retrieval of digital information; (2) intellectual property issues and economic models for the provision of digital information; and (3) the archiving of digital information.

Mr. Waters can be reached by e-mail at dwaters@clir.org.

SAA Honors Commission Report

The Commission's *Preserving Digital Information. Report of the Task Force on Archiving of Digital Information* by Donald Waters and John Garrett has received the Preservation Publication Award of the Society of American Archivists for 1997. (Copies of the report are available from CLIR for $15 each, including postage and handling, prepaid in U.S. funds by check made out to the Council on Library and Information Resources.)

Preservation Film To Be Shown on PBS

The new Terry Sanders film *Into the Future: On the Preservation of Knowledge in the Electronic Age*, produced in association with the Commission on Preservation and Access and the American Council of Learned Societies, will be broadcast nationally on PBS on Tuesday, January 13, 1998, at 10:00 P.M. EST.

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Commission to Issue German Report on Digitization for Preservation

The Commission on Preservation and Access has published an English version of a report from the Deutsche Forschungsgemeinschaft (DFG, German Research Association) on issues involved in using digitization for preservation purposes. The report, *Digitization as a Means of Preservation?*, was written by Dr. Hartmut Weber and Dr. Marianne Dörr and translated under the auspices of the European Commission on Preservation and Access, which made the English version available in Europe in July 1997.

The following excerpts describe the origins of the report and suggest its approach to technical issues. (Copies of the full text are available for $10 each, including postage and handling, prepaid in U.S. funds by check payable to the Council on Library and Information Resources.)

From the Preface:

For preservation managers digitization is, in a way, a wolf in sheep's clothing. How does one deal, from a preservation point of view, with a medium that is notoriously unstable, for which 10 years is long term? What is the point of relying on such technology, when we worry about saving paper materials that are slowly degrading over 100 or 200 years? In the midst of all the excitement about the potential of the new medium, it is not always easy to keep all the advantages and disadvantages firmly in mind.

The Deutsche Forschungsgemeinschaft (DFG, German Research Association) is actively involved in preservation of research materials. In allocating grant money to projects, it takes the view that, in preservation, the enormous potential of digitization for access should be combined with the stability of microfilm for long-term storage. The DFG thus commissioned a study to investigate the relationship between the two methods and to establish how the two could be profitably combined. The result was a detailed report on the technical requirements and advantages of using microfilm as the basis for digitization, which showed how one can have the best of both worlds and achieve both optimal access and maximum preservation.

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Publications Order Fulfillment
Alex Mathews, amathews@clir.org

From the Report:

Because printed materials continue to deteriorate rapidly, a joint *Bund-Länder* (federal-state) working group in Germany has, in conjunction with a conference organized by the Ministers of Culture of the German states, recommended a further extension of filming. The hectic developments in network and data technology, with their constantly improving capacity for the transmission of document images, open the way to new forms of use. The victory parade of the Internet and the vista of virtual digital libraries, offering ubiquitous and swift access of consistently high quality to documents, must in the future be incorporated into the concept of any preservation program. With this in mind, the subcommittee of the Deutsche Forschungsgemeinschaft (German Research Association) responsible for questions of preservation suggested in the spring of 1995 the establishment of a working group to discuss questions of digitization, in particular the digitization of microfilm. The group was to consist of librarians, archivists, and technical experts currently working in the field, and would explore the demands of quality assurance, and the possibilities and limits of the new techniques.

The group concentrated on investigating the technical state of digitization of microfilm and the changing compatibilities of microforms and digital conversion forms. Filming and digitization tests were carried out with standardized test materials and the results evaluated. The group prescribed minimum standards for the printout quality of microfilms (material, image quality, and filming organization) for problem-free digitization. It also set requirements for high-quality digitization, relying on the quality index for the reproduction quality of manuscripts, as this is used as a quality standard for microfilming. In addition to black-and-white film and bitonal digitization, the possibilities for digitizing color microfilm were considered. There were also discussions on the processing of microfilm and on the hardware and software needed for quality control and use of data. The vital questions of security and migration in digitization projects were a central theme. Aspects of financial viability were taken into account at all points. From the findings of the working group, a strategy for the introduction of digitization into preservation projects could be derived.

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microfilm has continuing priority as a recording and storage medium because of its quality and stability over time. As a medium for document delivery, the digital form, with its advantages of swift and remote access, in a quality depending on the intended use, should be employed. Direct digitization can achieve a result of higher quality in only a few cases.

As with preservation filming, every film should start with an introductory sequence. This should clearly identify the film, including its unique number, relevant information about ownership, content, filming technique (reduction ratio and scale), and a test frame with information about readability and continuous tone reproduction according to DIN or ISO. It may also be appropriate to discuss with the digitizing firm the question of identifying the film in a way that is machine-controllable and facilitates the delivery of individual films or parts of films.

In ordinary film projects, certain elements of the organization of filming are often - wrongly - ignored. They are more important in the case of film digitization. They include take-counters, subdivision of films by indication sheets, placement of blips, and documentation on the filming procedure. Structuring a film by legible indications on the filmed material, running take numbers, blips, and appropriate indications on a take frame, together with a consistent documentation of this structuring, makes indexing for retrieval and further processing much easier and reduces costs. Besides the single blip, which in conjunction with a take-counter usually suffices to identify individual frames, it is also possible to use group or sequence blips. This is particularly important in relation to data organization, i.e., accuracy of access and avoidance of superfluous page turning on the screen. Its high value justifies the extra effort required during the stages of preparation and filming.

The resources committed to structuring the information depend on the nature of the filmed material and how it will be used. It makes no sense to put a 300-page book on the screen with no markers to facilitate retrieval. In all cases, material to be filmed requires extensive indexing that can also improve access to the original microfilm. The time required for this, and, therefore, the implications for personnel and costs, must not be underestimated.

Reproduction quality depends essentially on the installation of suitable filming equipment. The requirements that have been described are met by most modern planetary cameras, which guarantee resolution of at least 120 lp/mm over the entire screen. The equipment should also include the following: automatic focusing, lighting that adjusts automatically to the material being filmed, a camera head that can turn, adjustable lamps (for lighting book folds), image field projection, adjustable image masking, automatic lighting of blips, and take counters. For filming books and archival material, the camera should produce optimal results with reduction ratios of between 8 and 24. For conservation reasons, the planetary camera should also have a device for protecting bindings and book covers, such as a two-part book-cradle with a sufficiently open glass plate with adjustable pressure. It should be possible to film heavier and oversize volumes without damaging them.

Since second-generation films (duplicating masters) are normally used in digitization, the film should be silver-halogenide duplicate film of the same polarity (DDP film). Duplicating should be undertaken with high-quality duplicating equipment (working under vacuum on parallel-running films) to minimize the loss of resolution.

In general, for filming with a view to subsequent digitization, the choice of system and the procedures usually will be dictated by the same criteria as apply in the case of good-quality microfilming. However, more attention must be paid to making the film form as unified as possible, and to the organization of the filming, the structure of the film, and its documentation.

It is possible to digitize existing films and film copies. In such cases, it is essential to work with films of the lowest possible generation. It is advisable in every case to thoroughly analyze the films in terms of material, state of preservation, reduction factor, reproduction quality, filming technique, nature of the material, and organization of the filming. This analysis is best undertaken in cooperation with an experienced service provider. Before a contract is awarded, digitization tests should be carried out with standard test material. It is only on such a basis that a firm can arrive at a realistic price, which will include the possibility of improvement through treatment of individual parts of the film and image enhancement. The intended use, in the context of cost, will determine agreement on the quality standard required. Any damage to the film, such as scratches, dirt, or fraying, will also influence the quality of digitization.

Competition Announced for 1998 Goldspiel Research Grant

Applications are now available for the 1998 Steven I. Goldspiel Memorial Research Grant to promote research in library science. The award is expected to be approximately $20,000. Applications and additional information about guidelines for the competition may be obtained from the Special Libraries Association. Contact Ruth M. Arnold at 1-202-234-4700, ext. 615; FAX 1-202-265-9317; e-mail: ruth@sla.org.

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Preservation Materials Translated into Portuguese for Brazilian Institutions

Preservation activity in Brazil has been given a great boost thanks to a project the Commission on Preservation and Access has undertaken in partnership with Brazilian institutions. The project, made possible by generous support from the Andrew W. Mellon Foundation and the Vitae Foundation, has completed the translation into Portuguese of 52 English-language publications dealing with all aspects of preservation activity. For the first time, large numbers of Brazilian institutions and preservation staff members will have easy access to the best current thinking about numerous important technical and practical preservation matters.

Ingrid Beck of the Arquivo Nacional and Solange de Zúñiga of the Fundação Nacional de Arte were the coordinators of the project and worked with colleagues throughout Brazil to promote an alliance of institutions that had no established mechanisms for cooperating with one another. An inter-institutional advisory committee selected the texts to be translated (by a team of eight translators) and oversaw the long process of converting them into Portuguese. The task was complicated by the need to adopt a standardized terminology in all the materials. The translations were initially far too literal and required extensive revision and editing, both linguistic and technical, before they were finally ready for publication. Two thousand copies of each text were printed.

Six regional seminars, held throughout Brazil in locations near universities and research or documentation centers, were essential to the project. The seminars gave participants complete sets of the translated materials and taught them how to read the texts and understand the technical procedures for the treatment of different kinds of materials. Participants were given as well a version of the video *Slow Fires* with Portuguese subtitles, other videos on preservation issues, and a guide for reading the translated texts. The goal was to train some 160 monitors who, upon returning to their home institutions, would disseminate through lectures and local seminars the knowledge they acquired and stimulate the use of the translated literature. Additional full sets of the translations will be mailed to the 1,000 libraries and archives in Brazil that responded to a questionnaire (sent to some 5,000 institutions in the course of the project) to determine the nature of their holdings and preservation activities. This information has been collected in a data base that will serve in the future as a preservation map of and for Brazil.

A similar effort—to translate preservation literature into Spanish—is now underway at the National Library of Venezuela, and, farther afield, the European Commission on Preservation and Access is planning a translation program for other languages in Central and Eastern European Countries.

There are now plans to extend the Brazilian activities into another phase through a Web site, occasional new translations, continued data gathering, additional workshops, the provision of consultation to institutions that were represented at the seminars and now wish to establish formal preservation programs, and the distribution of the translations in Portugal and in the Portuguese-speaking countries of Africa.

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The Commission on Preservation and Access

Preserving Access to the Accumulated Human Record in Electronic Form and in Forms Accessible

Newsletter

NUMBER 104 NOV/DEC 1997

CLIR to Survey Models of Digital Archiving

How can we ensure that digital documents remain readable and comprehensible into the future when the computer software and hardware on which they depend become obsolete so quickly? The need to describe digital information so that it can serve an archival function has been much discussed, as has the need to migrate digital information to new media to prevent its loss through media decay and technological obsolescence. But issues of software dependence are also of fundamental importance, and it will be useless to advance on other fronts—by developing metadata description standards and records-management procedures and migration strategies that prevent loss—if the digital records simply cannot be read.

CLIR has asked Jeff Rothenberg, of the RAND Corporation, to undertake the initial phase of a project to develop an assured technological basis for preserving digital data, records, and documents. His inquiry will involve key computer hardware or software companies at work on the relevant technologies. Over the next six months, in consultation with an advisory group from the Digital Library Federation and the Association of Research Libraries' Preservation Committee, Mr. Rothenberg will survey current efforts in the field of digital preservation, characterize alternative technological strategies to solve the software-dependence problem for digital records, and determine which of the alternatives seem to offer the most promise of a comprehensive, long-term solution. He will describe and evaluate as well the preservation models and strategies that are embedded in these technological alternatives (including their organizational, administrative, and economic aspects) and develop an informal framework to help institutions progress toward true digital archiving.

CLIR Alters and Expands Publications Program

Early in 1998, the Council on Library and Information Resources will begin to implement an expanded publications program that reflects the work being done within each of its four programs: the Commission on Preservation and Access, Digital Libraries, the Economics of Information, and Leadership. Some aspects of the publications agenda will be familiar and some will be new. The most immediate change will be evident to readers of this newsletter. Beginning in January 1998, the monthly CPA newsletter will be replaced by a bimonthly CLIR newsletter, with information on the organization's full range of activities and interests. In the spring, CLIR will launch a second newsletter, to be issued on a quarterly basis, meant to inform audiences outside the United States about preservation-related developments here and abroad.

In addition, CLIR will issue annually up to half a dozen substantive reports, of the kind with which the CPA especially has been identified in the past, on a variety of technical and managerial topics. Among the reports scheduled for the coming year are the following: an overview of reformatting and its role in preserving and making accessible the print record that exists in America on brittle paper; a position paper on the advantages and the disadvantages of digitizing library materials; and a manager's perspective on digital conversion of large historical pictorial collections. CLIR will continue the Research Briefs series begun earlier this year to describe the outcome or the current status of projects it has supported. Finally, the CLIR Website, redesigned and enlarged in 1998, will be an essential adjunct to the print-publications program.

The Commission on Preservation and Access is a program of the Council on Library and Information Resources.

Canadian Research on Permanent Paper Answers Old Questions and Raises New Concerns

In January 1992, the Government of Canada mandated that all of its own publications intended to be retained for their informational or historical value must be printed on stable alkaline paper. (Today, Canadian manufacturers produce enough alkaline paper to meet the growing need for permanent paper). At the same time, the Government of Canada tasked the Canadian General Standards Board (CGSB) to initiate development of a "National Standard of Canada," consistent with international standards, for paper stability.

Standards for permanent paper for printed library materials were developed and recognized by the American National Standard for Information Science (ANSI) in 1992, as well as by the International Organization for Standardization (ISO) in 1994. They are based on the chemical composition of the paper and specify that paper should be alkaline and contain at least 2% calcium carbonate to act as a buffer, or alkaline reserve, against acid hydrolysis. The standards also mandate that lignin content must not exceed 1%. This restriction derives from the observation that papers from mechanical pulps (groundwood) are not very stable and that the instability may be a direct result of the high lignin content, about 25% in most species of wood. However, there was little scientific data on which to base any conclusions about the role of lignin in paper permanence, and, for that reason, CGSB commissioned research into this issue.

In 1994, under the auspices of CGSB, research developed and funded by both government and industry began. Thus, the Canadian Conservation Institute in Ottawa (CCI) and the Pulp and Paper Research Institute of Canada in Montreal undertook a research program sponsored by the Industry Canada and Cultural Heritage Departments, the National Library and National Archives of Canada, the Alberta Government (Economic Development and Tourism), and firms such as DuPont Canada, Fibreco Pulp, Slave Lake Pulp, Millar Western Pulp, and Louisiana Pacific.

The full results of the research will be published in three parts in *Restorator* in the coming year, but preliminary results show that, while lignin does in fact lead to discoloration in paper over time, it does not lead to loss of mechanical strength if buffered with 2% calcium carbonate. The research has also looked into a matrix of conditions thought to accelerate degradation but heretofore little investigated, including various calibrations of temperature, humidity, and pollutants and particulates.

Most significant of all, perhaps, are the results of the testing for the effects of air pollution on acidic, alkaline, and rag papers. According to the Canadian researchers, sulfur dioxide and nitrogen oxides, the common pollutants present together in areas with industry and heavy automobile traffic, have been found to accelerate greatly the degradation of all unbuffered papers, including alkaline and rag papers. Preliminary results indicate the need to do further testing of the effects of these common pollutants on library materials. There is also a need to test environmental conditions inside library and archival buildings to determine the extent to which the pollutants penetrate into stack areas and to understand what actually happens between the covers of a book and whether bound volumes act to concentrate or disperse pollutants. (It has been found, for example, that lignin absorbs more pollutants than cellulose. Does that mean that lignin might, in fact, act as a buffer for pollutants?)

In the meantime, and until the additional research occurs, a draft permanent-paper standard for Canada, based more on performance rather than on composition, has been prepared for approval by the Canadian General Standards Board.

David Grattan, Acting Manager, Conservation Processes and Material Research Division at CCI, reports that it has begun another-paper permanency project. More than a year ago, CCI won a bid to conduct work for the Institute for Standards Research of the American Society for the Testing of Materials (ASTM) in Philadelphia. The project, which began on May 15, 1997, is studying the effects of aging on printing and writing papers. It differs from the Canadian study in that it is being conducted, in Grattan's words, "to develop better test methods for paper and thus to enable future standards to be based on the performance rather than the composition of papers." CCI is part of a project team from the Library of Congress, the Image Permanence Institute (Rochester, New York), and Forest Products Research Laboratory (Madison, Wisconsin).

The Commission on Preservation and Access
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The Commission on Preservation and Access was established in 1986 to foster and support collaboration among libraries and allied organizations in order to ensure the preservation of the published and documentary record in all formats and to provide enhanced access to scholarly information. The newsletter reports on cooperative national and international activities and is directed to university administrators, scholars, and faculty; preservation specialists and managers; and members of consortia, governmental bodies, and other groups sharing in the Commission's goals. The newsletter is not copyrighted. Its duplication is encouraged.

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Library of Congress Releases Study on Preserving Video Heritage

A major new report, in five volumes, from the Library of Congress reveals that America is allowing an important part of its cultural heritage, the audiovisual record of the first few decades of American television and video history, to deteriorate and disappear. The documentary history of the medium that so powerfully affects our lives survives only in fragmentary form, either because programs were never recorded, or because they were recorded and then erased, or because tapes have been kept in inadequate storage conditions.

The report makes clear that videotape was not meant to be a permanent preservation/recording medium. As a format, it courts obsolescence (more than 100 videotape formats have reached the marketplace since 1956) and is much too subject to chemical and physical risk. Yet, for the past several decades, America's audiovisual history has been entrusted primarily to videotape. Because television stations routinely discarded tapes or reused them to save storage space, some three decades of local television news footage—the substantive moving-image documentary record of American cities, communities, events, and personalities from the 1950s through the 1970s—have been almost completely lost. The financial inability of video artists and independent video producers to preserve their own work has further increased the loss.

The report urges that the cause of preserving video materials be advanced through a series of critical initiatives: by allocating shares from FCC broadcast-spectrum auction proceeds to benefit preservation efforts at nonprofit archives; by creating a private-sector organization to raise funds for television and video preservation projects at nonprofit archives and institutions; by establishing a Study Center for Video Preservation that would provide technical information to institutions across the United States and maintain equipment able to copy obsolete formats; and by encouraging the nation's largest television archives, at the Library of Congress itself, to exercise to the fullest extent the off-air taping authority it possesses under the 1976 Copyright Act.

The principal author of the report was William Murphy of the National Archives and Record Administration. He used information gathered through hundreds of interviews, the deliberations of three task forces, and public hearings and written statements from 100 individuals and organizations. Volume 1 contains the report; volumes 2-4, the transcripts of the public hearings; and volume 5, the written statements. The report may be purchased from the Government Printing Office. Ordering information, and an online version, can be found at http://lcweb.loc.gov/film/tv.html. For additional information, contact Steve Leggett at (202) 707-5912; fax (202) 707-2371; e-mail: sleg@loc.gov.

REMINDER

Preservation Film to Be Shown on PBS

The new Terry Sanders film *Into the Future: On the Preservation of Knowledge in the Electronic Age*, produced in association with the Commission on Preservation and Access and the American Council of Learned Societies, will be broadcast nationally on PBS on Tuesday, January 13, 1998, at 10:00 P.M. EST. (Check local listings for exact time.)

For further information, please contact Abby Smith, Preservation and Access Program Officer at CLIR, at 202-939-4758 or asmith@clir.org.

The film may be purchased in both hour-long and half-hour versions. To order, contact:

American Film Foundation
P.O. Box 2000
Santa Monica, CA 90406

Phone: 310-459-2116 • Fax: 310-394-1260
Prices: One-hour VHS — $59.50 plus $10 shipping and handling
Half-hour VHS — $39.50 plus $10 shipping and handling

ANNOUNCING

The 1998 A.R. Zipf Fellowship in Information Management

The Council on Library and Information Resources has established a fellowship to honor A.R. Zipf, a pioneer in information management systems. The fellowship is awarded annually to a student currently enrolled in graduate school, in the early stages of study, who shows exceptional promise for leadership and technical achievement in information management.

Applicants must be citizens or permanent residents of the United States. The amount of the award in 1998 will be $5,000. Applications for the fellowship may be requested by phone (202-939-4750) or fax (202-939-4765), or by writing to the following:

A.R. Zipf Fellowship
Council on Library and
Information Resources
1755 Massachusetts Ave., N.W.
Suite 500
Washington, D.C. 20036

Completed applications must be received at the Council no later than April 1, 1998. The winner will be notified by June 1, 1998.

Library of Congress to Acquire New Preservation Facility

On November 13, 1997, Congress passed legislation authorizing the Library of Congress to accept a well-equipped facility in rural Virginia for the storage and preservation of audiovisual materials. The 140,078 square-foot building in Culpeper, about 70 miles southwest of Washington, D.C., was purpose-built as a high-security structure for the Federal Reserve Bank of Richmond, which has used it for almost 30 years. With the help of a generous grant from the David and Lucile Packard Foundation of Los Altos, CA., the library will acquire and retrofit the facility to provide state-of-the-art storage and preservation of its large audiovisual collections.

The Library has statutory responsibility under the American Television and Radio Archives provision of the 1976 Copyright Act and the National Film Preservation Act of 1996 to preserve and make accessible the audiovisual heritage of the United States. With over half of the nation's film heritage counted among its holdings, the Library includes in its collections more than 150,000 film titles, 85,000 television titles, 2,500,000 sound recordings, and 3,000 paper prints of early films. In many cases, the Library holds the only extant copy of a title.

When the Culpeper building is refurbished, the Library plans to consolidate its collections in a cost-effective, centralized location, where films, sound recordings, and television titles will be processed, stored, and preserved and then made accessible via fiber-optic links to the Library's reading rooms in Washington. The facility will be renamed the National Audiovisual Conservation Center.

EROMM available on CD-ROM

The European Register of Microform Masters (EROMM) is now available on a CD-ROM. It contains some 360,000 bibliographic descriptions of microfilm masters contributed by European libraries. The CD-ROM, for use on PCs working with DOS or Windows 95 (a minimum of 1 MB free memory on hard disk is required), may be ordered from the EROMM Secretariat in Goettingen, Germany (eromm@mail.sub.uni-goettingen.de) for approximately $100 (DM 180). For more information, see http://www.brzn.de/eromm/gbv ero-e.htm.

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